

## Job Description

**Job Title:** Trust and Foundations Officer

**Salary:** £26,000 FTE

**Reporting to:** Trust and Foundations Manager

### Purpose of the role

The vision of Magic Breakfast is to prevent hunger as barrier to education by providing children across the UK with access to a healthy and nutritious breakfast in school.

We are looking for a Trust and Foundations Officer to work with our Trust and Foundations Manager as we seek to increase income from trusts and foundations and grow our portfolio of small, medium and major (six-figure) partnerships.

This is an exciting opportunity to join a dynamic and passionate team working to ensure that no child starts the day too hungry to learn. The successful candidate will crucially manage their own portfolio of funders while helping to research, identify and approach new prospects. They will also help to ensure timely reporting and excellent relationship management for all funding partners.

### KEY RESPONSIBILITIES

#### Account management

- Successfully manage relationships from your own portfolio of trusts and foundations, ensuring timely reporting and effective communications to achieve fundraising targets
- Develop creative and exciting stewardship plans to retain the long-term support of existing funders
- Work closely with the Trusts and Foundations Manager to implement innovative and persuasive proposals aimed at extending the support of existing partners
- Support the Trust and Foundations Manager to deliver strategic, multi-year partners and to steward key funders

#### New business

- Research and identify new opportunities for growth, utilising key databases and prospect mapping tools
- Prepare and submit high quality funding proposals and budgets in accordance with timetables and application criteria
- Develop stewardship pathways for potential funders including arranging school visits, attending meetings and delivering presentations to secure their support
- Support the Trust and Foundations Manager to prepare, compile and submit high level and multi-year proposals

#### General

- Maintain accurate financial and account management records via Salesforce
- Liaise with the finance team and Trust and Foundations Manager to ensure accurate restrictions and financial reporting processes
- Represent the organisation at relevant forums, events and seminars
- Occasional work outside of regular office hours and UK travel
- Build good working relations across the organisation and within the fundraising team

To apply contact Graham Drew at Bamboo Fundraising: [graham@bamboofundraising.co.uk](mailto:graham@bamboofundraising.co.uk)

## PERSON SPECIFICATION

### Essential

- A record of delivering successful applications for funding from trusts and grant bodies
- Strong relationships building skills
- Knowledge of fundraising databases
- Exceptional writing skills
- Excellent time management and organisational skills with the ability to manage multiple tasks simultaneously and to work to deadlines
- A collaborative team player with the confidence to work both self-sufficiently and across teams and departments, proactively engaging colleagues on projects and initiatives
- Committed to advancing the prospects of all children, irrespective of their background

### Desirable

- Educated to degree level or equivalent
- Experience working for a children's charity
- Share Magic Breakfast's commitment to Diversity and Equality within the workplace

### Application process and key dates

- CV and one-page covering letter to [graham@bamboofundraising.co.uk](mailto:graham@bamboofundraising.co.uk) by Friday 10<sup>th</sup> May
- 1<sup>st</sup> round interviews 16<sup>th</sup> and 17<sup>th</sup> May
- 2<sup>nd</sup> round interviews (written test included) 20<sup>th</sup> and 21<sup>st</sup> May
- Job offer – 22<sup>nd</sup> May