

## JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** TRUSTS & FOUNDATIONS MANAGER

**REPORTS TO:** HEAD OF PARTNERSHIPS

**REPORTING TO POSTHOLDER:** NONE

**LOCATION:** FLEXIBLE

**DURATION & HOURS:** FULL TIME, PERMENANT

### PURPOSE OF THE ROLE

This role will manage Farm Africa's trust and foundations portfolio, including existing relationships with trusts and foundations that already support Farm Africa's work, as well as exploring new opportunities for funding both in the UK and internationally.

This role will manage funding (restricted and unrestricted) asks for trusts and foundations as well as researching and developing opportunities to secure income from corporate foundations. The Trusts & Foundations Manager will also support the work of the Business Development Team in identifying, developing and securing specific funding opportunities for Farm Africa's programmes.

This role would suit someone who has experience of approaching and securing income from major trusts and foundations. You will be able to produce high quality, compelling cases for support, proposals, as well as secure and facilitate meetings with trusts and foundations to develop and sustain longer-term relationships.

### KEY TASKS AND RESPONSIBILITIES

- ❏ Develop, steward and manage existing relationships with trusts and foundations that support the work of Farm Africa
- ❏ Prepare and submit well-written, compelling funding applications of the highest standard
- ❏ Research potential new donors, their interests and identify the most effective way to approach them, developing and implementing robust cultivation and stewardship plans
- ❏ Research and develop a pipeline of trusts and foundations where Farm Africa meets their funding requirements, with a view to expanding funding from the USA and EU
- ❏ Secure unrestricted income for Farm Africa through applications to relevant trust and foundations, in line with income targets.
- ❏ Work with the programmes teams and identify opportunities to grow trusts and foundations support for funding specific projects.
- ❏ Lead on the delivery of co-funding requirements across Farm Africa's programmatic portfolio, as required
- ❏ Develop appropriate communications for each donor and ensure that reporting (narrative and financial) is timely and accurate
- ❏ Take overall responsibility for approaches and communications to trusts and foundations; working closely with programmes staff, management and Trustees as necessary and appropriate

- Manage, track and maintain acquired trust funding, pending applications and prospects and record all interactions using Raiser’s Edge.
- Write content for online and physical supporter materials, as required
- Work closely with teams across the organisation to maximise the opportunities to increase funding through ideas, contacts, sharing and exchanging on project proposals and reports
- Ad Hoc support of the wider External Relations team as required.

PERSON SPECIFICATION	
Essential	Desirable
<b>Experience</b>	
Experience of working in a relevant fundraising environment, with a demonstrable track record	Experience with a development charity.
Experience of researching and developing prospecting pipelines	
Experience of successfully securing large grants from multiple funders for restricted and unrestricted activities	Experience of working in a similar sized organisation
Experience of managing and developing relationships with donors that result in long term partnerships	Experience of working cross organisationally to develop bids and develop stewardship plans to maximise opportunities
Experience of working independently to drive activities forward at pace, while working within a busy team	
<b>Skills &amp; abilities</b>	
Excellent written and verbal communication skills, including excellent attention to detail	A confident telephone manner demonstrating a high level of customer service
Ability to segment donors and to present Farm Africa’s work persuasively and appropriately to diverse audiences	Strong influencing and negotiation skills
Ability to work flexibly and collaboratively with a willingness to support other teams.	Strong research skills
Ability to develop and present robust and detailed budgets and financial reports to donors, and able to evaluate and monitor own work effectively	
Experience of managing donor contacts and content on a database	Experience of using Raisers Edge database
Strong administrative and IT skills	Microsoft Office – Outlook, Word, Excel, PowerPoint

## Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

- **EXPERT:** Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.
- **GROUNDLED:** Our teams and partners work closely with local communities, engaging them in every level of decision-making.
- **IMPACTFUL:** We deliver long lasting change for farmers, their families, and the environments they live in.
- **BOLD:** We model innovative approaches and are not afraid to challenge strategies that are failing.

Contact details:

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