



JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Trusts & Philanthropy Manager

REPORTS TO: Head of Partnerships

REPORTING TO POSTHOLDER: None

LOCATION: Hybrid, with a minimum of two days in our Farringdon office

DURATION & HOURS: Permanent, part-time, 28 hours per week.

SALARY: GBP 43,000 pro rata.

PURPOSE OF THE ROLE

Farm Africa has a highly skilled and expert External Relations team that works to deliver our ambitious fundraising strategy and raise the profile of our important work.

As part of the External Relations team, the Trust & Philanthropy Manager plays a key role in delivering the fundraising strategy through aligned messaging and campaigns, prospecting, and managing relationships with key donors to drive growth.

The Trust & Philanthropy Manager will develop and execute fundraising plans that grow philanthropic income, which involves supporting our major donor fundraising and overseeing a portfolio of Trust donors.

In this role, you will work closely with the Head of Partnerships and the Head of Philanthropy to cultivate donor relationships and secure income. You will also play a critical role in planning and delivering funding applications and cross-audience cultivation events.

The ideal candidate is a relationship builder, creative thinker, and skilled communicator who thrives in a mission-driven environment.

KEY TASKS & RESPONSIBILITIES

Planning

Develop plans to identify and cultivate relationships with donors.

- ▼ Develop and deliver donor prospecting activities that identify donors whose personal values or philanthropic objectives align with the scale and ambition of Farm Africa's work.
- ▼ Develop outreach and cultivation plans to convert those prospects into donors with a particular focus on relationships with the potential to generate mid to large-value, sustainable, multi-year funding



- ✎ Play a key role in planning and delivery of cross-audience events to cultivate and develop key supporter relationships.

Stewardship

Oversee donor recognition and stewardship activities to ensure a high level of donor satisfaction and retention, though:

- ✎ Working with the Head of Philanthropy, support the pipeline and delivery of stewardship activities for major donors and philanthropic foundations
- ✎ Developing and implementing annual plans to steward and grow our portfolio of trust donors
- ✎ Developing compelling funding applications that align with agreed priorities and themes, with a particular focus on generating unrestricted income
- ✎ Create and submit applications to secure co-funding and match income, liaising with Farm Africa's programme funding and country programme teams as necessary
- ✎ Maintain timely and accurate reporting (narrative and financial) as required.

Managing Information

Manage information effectively to ensure Farm Africa complies with data protection and maximises opportunities with donors.

- ✎ Monitor, manage and maintain systems to track pipelines and income
- ✎ Work closely with teams across the organisation to maximise funding opportunities by sharing and exchanging information for project proposals and reports
- ✎ Keep up to date with fundraising and philanthropy trends and best practice.

PERSON SPECIFICATION	
Essential	Desirable
Education & Qualifications	
Degree-level education or able to demonstrate equivalent skills	
Experience	
Experience of working in a relevant fundraising environment	Experience with an international development charity.
Experience in researching and developing prospecting pipelines	Experience in working cross-organisationally to develop proposals and stewardship plans to maximise opportunities



Demonstrable track record of securing large restricted and unrestricted grants from multiple funders	
Experience in managing and developing relationships with donors that result in long-term partnerships	
Experience in working independently to drive activities forward at pace while working within a busy team	
Skills & Abilities	
Excellent written and verbal communication skills, including excellent attention to detail	A confident telephone manner demonstrating a high level of customer service
Ability to present Farm Africa's work persuasively and appropriately to diverse audiences.	Strong research skills
Ability to work flexibly and collaboratively with a willingness to support other teams.	Experience of using the Raisers Edge NXT database
Ability to develop and present robust and detailed budgets and financial reports to donors, and able to evaluate and monitor own work effectively	Microsoft Office – Outlook, Word, Excel, PowerPoint
Experience of managing donor contacts and content on a database to ensure accurate information capture and GDPR compliance	
Strong administrative and IT skills	

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.



About Farm Africa

Farm Africa is a leading charity that works in partnership with smallholder farmers and small businesses in eastern Africa to improve the quality, quantity and value of their produce, so that they can support their families with more resilient livelihoods. We build the positive case for farming in harmony with nature, so that increasing yields goes hand in hand with restoring ecosystems and biodiversity.

www.farmafrica.org

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