**Role summary**

This role is an exciting opportunity to help transform the response to domestic abuse. The Trusts and Grants Officer will support the Trusts and Grants Manager and the wider fundraising team in identifying and developing new relationships with prospective funders, helping us to achieve our targets, and providing brilliant stewardship to all of our current funders.

We are looking for someone ambitious, who enjoys building relationships, has excellent writing skills, and loves working as part of a busy team. You will have the opportunity to manage your own portfolio of funders, and to learn more about domestic abuse and the ways we are working to end it at SafeLives.

You will bring your enthusiasm and creativity to help us:

- Meet our targets to support our range of exciting projects
- Develop new ways to articulate our ‘case for support’ to funders, as well as to show them the impact of their support on the lives of survivors of domestic abuse and their children
- Support the wider SafeLives’ team to understand and engage with fundraising, embedding it in the culture of the organisation
The team

We have a London office and a Bristol office. Our Head of Fundraising is based across Bristol and London, and our Trusts and Grants Manager and Events Officer are London based with regular travel to Bristol – and this role could be based in either office. If Bristol based, travel to London would be expected, as many of our donor meetings and events would be held there.

SafeLives values are bravery, humanity and rigour. You will need to be able to work to these values as part of the team.

KEY RESPONSIBILITIES

1. Researching funding opportunities
   - Maintain a thorough understanding of the profile of current funders and SafeLives’ relationship with them, including the need for reports and updates.
   - Increase the prospect base and pipeline by identifying potential new funders, developing an understanding of their profiles and how and why they might support SafeLives.
   - Grow the support of current funders, identifying opportunities for them to continue their support.
   - Through publications and funding newsletters, develop a thorough understanding of relevant funding streams and SafeLives’ relationship to them.

2. Applications and reports
   - Support the wider team in the on-going development of SafeLives’ Trust fundraising strategy.
   - Implement SafeLives’ Trust fundraising strategy for Trusts, developing, writing and submitting high quality funding applications to key funders, to support the delivery of SafeLives’ strategy.
   - Prepare timely and compelling progress reports for funders, working closely with the fundraising team, department heads, project and finance staff to gather information.
   - Monitor income from Trusts and report against key performance indicators as required by the Trusts and Grants Manager and Head of Fundraising.

3. Grant and funder relationships
   - Develop and strengthen relationships with current funders, and identify and cultivate relationships with potential new funders through a range of communications including by phone, in writing and face to face meetings as appropriate.
   - Manage existing relationships through professional account management and communicating the impact of our work to funders in a compelling way.
   - Maintain accurate funder records on SafeLives’ Customer Relationship Management database, in order to monitor, evaluate and report on fundraising activity.

4. Fundraising administration
   - Be self-administering including maintaining fundraising pipeline spreadsheets and monitoring progress against activities.
   - Maintain accurate fundraising files and records.
   - Liaise with finance team to ensure grants have been received and are allocated / restricted as appropriate.
   - Notify teams of upcoming reporting requirements.

5. Team working
   - Develop a comprehensive knowledge of the organisation and its work and the wider domestic abuse sector.
   - Work closely with the Trusts and Grants Manager, Events Officer and Head of Fundraising to identify and pursue fundraising opportunities.
   - Work with our Pioneers (experts by experience) to ensure the authentic voice of survivors is interwoven through all aspects of fundraising work.
• Assist, when required, the Trusts and Grants Manager and Head of Fundraising with the research and preparation of larger applications and project specific proposals.
• Work with the wider fundraising team, and communications and marketing team, in a collaborative way.
• Build strong and effective relationships with the SafeLives’ teams in London and Bristol offices, with regionally based staff.
• Identify creative ways to engage teams across the organisation to recognise their role in fundraising.

PERSON SPECIFICATION

Qualifications
Educated to degree level or equivalent.

SKILLS AND EXPERIENCE

Essential
1. Proven experience of effectively managing relationships with funders, external customers, or equivalent account management experience.
2. Experience of working in a target driven environment, and proven success of meeting targets.
3. A very high standard of written English and close attention to detail.
4. Excellent interpersonal skills. Able to communicate with a wide range of people both internally and externally in person, by phone and email.
5. Numerate with demonstrable experience of understanding, analysing and managing financial information.
6. Analytical and methodical with excellent comprehension skills. Able to process complex information and ensure suitability for different target audiences. Being able to respond to, differing funder needs and priorities.
7. Ability to plan, prioritise, use own initiative and meet multiple deadlines.
8. Strong research skills. Ability to identify trusts / foundations / statutory funders and match their interests closely with SafeLives’ aims.
9. A strong team player, able to work collaboratively with colleagues at all levels.
10. Sound IT skills in MS Office and experience of using databases.
11. A passion for working to improve the lives of people living with domestic and other forms of abuse.

Desirable
1. Experience of researching, applying for and managing grants from Trusts, Foundations and Statutory sources.
2. Knowledge of other fundraising disciplines (individuals/corporates).
3. Knowledge/experience of the domestic abuse, wider VAWG or related sector.

COMPETENCIES

Goal orientation
• Pursues tasks / goals with energy, drive and need for completion
• Pre-empts problems by seeking guidance or taking action an issue, task or project within their role
• Is funder focused

Innovation and Creativity
• Does not assume the usual way of doing something is the best way
• Volunteers ideas and suggestions for improvement
• Accepts mistakes and is willing to learn from them
Self-Management
- Plans and prioritises work effectively
- Is solution rather than problem focused
- Takes responsibility for own workload

Communication and relationship management
- Clearly identifies and articulates the key messages to be conveyed
- Understands the impact of their communication
- Takes time to build and maintain contacts and partners

Team work & collaboration
- Understands the benefits of team work and contributes willingly
- Listens to the views of others
- Understands the impact of their behaviour on others and adapts behaviour where appropriate

FLEXIBILITY
The job description is a general outline of the job duties and responsibilities and may be amended as SafeLives develops. The post holder may be required to undertake other duties as may reasonably be required from time to time.