

# JOB DESCRIPTION

**Job title:** Trusts and Foundations Officer

**Reporting line:** Head of Development

**Purpose of role:** To support the Innovation and Development team with growing NPC's trusts and foundations income stream.

**Hours:** 37.5 hours a week, 18-month contract with the potential to extend. We are open to exploring flexible working opportunities.

## About NPC

NPC is a think tank and social consultancy that occupies a unique position at the nexus between charities and funders, helping them to achieve the greatest impact. We are driven by the values and mission of the charity sector, to which we bring the rigour, clarity and analysis needed to better achieve the outcomes we all seek. We also share the motivations and passions of funders, to which we bring our expertise, experience and track record of success. Our consulting services help charities and funders to be more effective and our think tank work provides thought leadership, pioneers solutions and brings people together.

The Innovation and Development team at NPC lead on new strategies, partnerships and projects and also lead on our fundraising activity to support our independent research. We are a small team, and there is plenty of opportunity to get involved with research, events and idea generation.

## Responsibilities

The successful candidate will be organised and proactive, with a keen interest in NPC's work. They will have strong time management skills and be able to manage contributions to multiple projects at once. They will be an effective communicator, able to relate with personal credibility to colleagues from across the organisation, as well as senior external stakeholders.

## Main duties

- Helping to grow NPC's income from trusts and foundations.
- Working within the Innovation and Development team, supporting the creation of a trusts and foundation fundraising strategy.
- Undertaking detailed prospect research and identifying the most appropriate funding and fundraising opportunities.
- Developing a funding pipeline of charitable trusts and foundations to support NPC's programmes and activities.
- Initiating and building relationships with new and existing grant making trusts and foundations via telephone, email and in person.
- Establishing a calendar of opportunities for grant submissions to trusts and foundations.
- Submitting high quality funding applications and tracking progress using NPC's prospect management system.

- Working closely with colleagues across NPC to acquire suitable case studies/projects for funding bids and updates for existing funders.
- Help to staff NPC events where needed (these may occasionally be out of hours).

## Key skills and competencies

### Essential

- Demonstrable experience of preparing and submitting funding applications to charitable trusts and foundations, with a track record of securing five figure gifts.
- Experience of identifying suitable prospects, developing a pipeline and managing funder relationships.
- Strong interpersonal skills and the ability to build good relationships both within NPC and with external funders and partners.
- Ability to communicate clearly and persuasively, in writing, over the phone, and face to face.
- Experience of developing compelling proposals, gathering information for project updates and creating timely, well-written update reports for supporters.
- Effective team worker, who can also work independently when needed.
- Good time management skills, ability to prioritise tasks and manage multiple deadlines.
- Proficient in MS Office suite.
- An understanding of NPC's mission, and a passion for, and commitment to, working in the charity sector.

### Desirable

- Knowledgeable about trust and foundation prospecting sources.
- Experience of fundraising within a think tank or academic setting.
- Knowledge of the international grant making landscape and securing grants from trusts and foundations outside of the UK.
- Experience of planning for and delivering events.
- Experience of working with a relationship management database such as Salesforce or Raisers Edge.