

TRUSTS AND FOUNDATIONS EXECUTIVE

Location:	Helen Bamber Foundation office, Camden, London
Responsible to:	Grants Manager
Hours:	Full-time (37.5 hours per week), 2-3 days working from our offices
Salary:	£27,000-£30,000 depending on experience
Benefits:	27 days holiday plus 4% matched pension contribution

BACKGROUND

The Helen Bamber Foundation (HBF) is a pioneering human rights charity supporting refugees and asylum seekers who are the Survivors of extreme human cruelty. Our clients have been subjected to atrocities including state-sponsored torture, human trafficking, religious and political persecution, forced labour, sexual exploitation, and gender-based violence. Recognising the complexity of each client's individual needs, HBF offers specialist services within a Model of Integrated Care encompassing: therapy, medical advice, legal protection, counter-trafficking support, housing and welfare advice and integration.

HBF exists to ensure that all Survivors of trafficking and torture are free and healthy, are safe, are protected from re-victimisation, detention and poverty, and have the ability and agency to integrate in and contribute to the communities around them. We use our unique expertise to drive change and improve practice and policy for all Survivors.

We are innovative, ambitious and compassionate. The bravery and resilience of our clients is an inspiration to all the team at HBF. Our commitment to principles of equity, diversity and inclusion is an integral part of our approach to our clients, our volunteers and our staff. HBF is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates as we are keen to make sure that our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level within the organisation.

OVERVIEW OF THE ROLE

As the Trusts and Foundations Executive, you will be responsible for delivering income from a range of donors and prospects, with a focus on trusts and foundations, through growing a successful grants pipeline and inspiring funders to support the Helen Bamber Foundation. We are looking for an individual who thrives working in a collaborative way and who wants to gain experience working with Fundraising and Communications Team that has a successful track record of securing income.

You will be managed by our Grants Manager and work closely with the Head of Fundraising to deliver high-quality applications and reports to small and medium-sized Trusts and Foundations, as well as supporting larger donors in collaboration with your team members.

MAIN DUTIES AND RESPONSIBILITIES

1. Delivering income from new and existing, medium-sized and small-sized Trusts and Foundations, with a focus on those giving under £50,000 p/a:
 - Prospect research to identify potential donors, assessing their suitability to feed into the fundraising pipeline;
 - Working collaboratively across the team to deliver high-quality applications;
 - Building and improving our bank of fundraising copy, both in terms of content and creativity;
 - Delivering high-quality donor relationship management to meet the needs of our donors in terms of reporting, delivering against deadlines and responding to queries;
 - Growing existing donor relationships through excellent stewardship and proactive relationship building;
 - Supporting on the development of larger Trust and Foundation relationships in conjunction with the rest of the Fundraising and Communications Team;
 - Organising donor visits and calls, liaising closely with our programmes colleagues to ensure the best possible experience for funders, leading to positive funding outcomes.
 - Occasionally attending external events as a representative for the organisation;

2. Supporting the wider team and department
 - Delivering financial administration to ensure moneys are received, allocated and restricted correctly and donors thanked accordingly;
 - Supporting copywriting across all areas of the organisation and including adherence to brand and style guidelines;
 - Support and contribute to the effective monitoring and evaluation processes of the charity;
 - Providing assistance in communications with the board of Trustees, including regular reports;
 - Attending and contributing to fundraising events, team meetings and strategy days.

PERSON SPECIFICATION

The successful candidate will be an excellent communicator with a flair for writing and an ability to convey complex information to various audiences, inspiring them to support the Helen Bamber Foundation. You will be comfortable working both collaboratively and independently to deliver high-quality written work in a timely and organised manner. This role will suit someone with a passion for writing and research and who understands the importance of building strong relationships with funders, colleagues and other stakeholders.

Essential

- Experience and understanding of Trust and Foundations fundraising, administration and research;
- Demonstrable experience of research and analysis, with the ability to present complex information for a variety of audiences;
- Exceptional organisational skills with experience of managing multiple tasks and prioritising effectively;
- A hands-on approach and positive attitude;
- Accuracy and excellent attention to detail;

- A good communicator with the ability to build relationships with a variety of stakeholders, internally and externally;
- Excellent interpersonal and team working skills with an ability to work independently as well;
- Excellent writing, copy editing and proofreading skills – fluent in written and spoken English and able to adapt texts for different audiences and purposes;
- Strong verbal communication and presentation skills;
- Computer literate and confident using all MS Office software and databases;
- Understanding of, and commitment to, the objectives of Helen Bamber Foundation.

Please note that the successful candidate will already be able to work in the UK and will be offered the job subject to suitable references and a DBS check. This role will require disclosure of adult and child barring lists. If appointed, you will be required to give your consent to HBF to receive regular updates on your criminal records status throughout your employment.

Please submit an up-to-date CV and a short covering letter outlining how your skills and experience match the listed duties, responsibilities and person specification to Ida Jarsve at jobs@helenbamber.org by 9am on Monday 13th May 2024. First interviews will be held the same week. Please note exceptional candidates may be contacted before the deadline. Candidates must hold permission to work in the United Kingdom.

We particularly welcome applications from those from Black, Asian, Minority-Ethnic, refugee and migrant backgrounds. We regret that we can only respond to applicants who make it to the interview stage. No agencies please.