



Trusts & Foundations Executive



Are you a passionate individual with an interest in social impact and fundraising, and strong communication and research skills?

Reporting into the Senior Trusts & Foundations Manager, the Trusts & Foundations Executive will be responsible for building relationships with a personal caseload of Trusts and Foundations, writing funding proposals and statutory funding applications, and providing support to the wider Philanthropy team. The Philanthropy team's vital work supports Resurgo initiatives including the award winning 'Spear' programme, which works with disadvantaged young people to get them into work, education or training.

Apply by completing the application form through our site <https://resurgo.bamboohr.com/jobs/view.php?id=2>.

Deadline for applications: **9th October 2019**

Responsibilities

As an integral member of our Philanthropy team, you will work closely with the Senior Trusts and Foundations Manager to look after a caseload of Trust and Foundations, as well as carry out research for and provide wider administrative and event support for the Philanthropy and Donor Relations teams.

Key responsibilities are as follows:

Build relationships

- You will be a confident and charismatic communicator, able to build and maintain relationships with a personal caseload of Trusts and Foundations (both current donors and prospects) and with the support of the Senior Trusts and Foundations Manager plan bespoke approaches and ways to engage with each.

Write applications

- You will have an excellent writing style, able to articulate the vision and mission of Resurgo both in descriptive prose and short factual ways, to fulfil the varying needs of Trust and Statutory funding proposals, grant applications and general communications from Resurgo.
- You will also support the Senior Trusts and Foundations Manager on larger applications and reports as required.

Statutory fundraising

- A significant element of your role will be to support the Senior Trusts and Foundations Manager with pursuing statutory funding streams, including managing our offers on the Department for Work and Pensions Dynamic Purchasing System and responding to requests to tender for contracts.

Research and Reporting

- With strong attention to detail you will update our internal database with all donor interactions, donations and other details in a timely and efficient manner
- Carry out robust and detailed research to identify new trust prospects for the team to approach, and support the Senior Trusts and Foundations Manager with managing the prospect pipeline

Active participation in and support for Resurgo's team and mission

- Help build and develop Resurgo's ethos and Christian life as a team member including leading and contributing to daily team prayer meetings as an integral part of Resurgo's operation and for the success of its mission.

Person specification

- A practising Christian who is passionate about personally representing the Christian values of Resurgo and committed to Resurgo's mission to transform urban communities.
- Excellent communication skills, particularly strong writing skills (both technical and relational), and a high attention to detail.
- Excellent interpersonal skills, with the ability to build good relationships with people at all levels.
- Experience of writing grant applications would be advantageous, however this is not essential if you can demonstrate similar transferable writing skills.
- Self-motivated and able to exercise initiative and work to deadlines.
- Effective administration and organisational skills.
- Good time management skills with ability to prioritise workload and meet deadlines under pressure.
- Microsoft Word, Outlook, Excel and PowerPoint competent and experience of/ability to use databases.

Working requirements, salary & benefits

- **Salary £25,000 - £28,000 (pro-rata) dependent on experience, plus pension scheme with employer contribution.**
- **Part-time (Approx. 2.5 days a week to include Thursdays).**
- 25 days annual leave pro rata, with additional time off between Christmas and New Year.
- Occasional evening working required (for events such as termly Spear Celebration evenings and the annual Resurgo fundraising party).
- Excellent staff development and training opportunities, including attendance on 'Coaching for Leadership' course – an accredited 5 day programme of leadership training over 2 months (valued at £2,500).
- You will be expected to participate in the wider staff team including taking an active part in weekly staff prayer meetings and annual staff conferences in summer and winter (one residential)
- We offer an Employee Assistance Programme (a confidential support service) as well as the option to take advantage of Give as you Earn (GAYE)