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|  **JOB DESCRIPTION** |
| **SUMMARY INFORMATION** |
| **Job Title:** | Trusts & Corporate Fundraising Officer |
| **Department:** | CWGF |
| **Contract Type:** | Fixed Term |
| **Job Purpose:** | To cultivate and manage income generation from private trusts and foundations and from corporates. The post holder will support the growth of unrestricted and restricted income by carefully researching opportunities, developing relationships, writing compelling and tailored applications, and reporting on existing grants or donations.  |
| **Job Band:** | C3 |
| **Reports to:**  | Fundraising Manager |
| **Direct Reports:** | None |
| **Other Key Contacts:** | * CWGF Executive Director
* CWGC Education and Public Engagement teams
* CWGC Marketing & Communications team
* Finance Team
* CWGF Supporters, donors, and prospective supporters
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| **Financial Responsibilities:** | None |
| **Location:** | Home-based |
| **Working hours:** | 37 hours per week. There may be occasions where you will be required to work additional hours. Time off in lieu may be granted for any approved additional hours worked. |
| **Travel:***(**when travel restrictions are lifted)* | Must be willing to travel within the UK and overseas, sometimes at short notice. Valid passport required. |
| **Right to work:** | Must have the right to work in the UK |

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| **BACKGROUND** |

The Commonwealth War Graves Commission (CWGC) honours and cares for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries at 23,000 locations all over the world.

Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural, and architectural heritage and ensure that the stories of those who died are told.

The Commonwealth War Graves Foundation (CWGF) is the charitable arm of the Commonwealth War Graves Commission (CWGC). The CWGF highlights the work of the CWGC through diverse projects that actively engage new audiences and find innovative ways to involve the whole community with our work – through education and outreach, voluntary activity, arts and heritage projects, local research and partnership working.

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| **KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE** |

**General**

* Work with the Executive Director and Fundraising Manager to develop and deliver a targeted, strategic programme of trusts and corporate fundraising, to achieve agreed annual net income targets
* Develop a deep understanding of the CWGC’s work to identify key matches with trusts, foundations and corporates who will be aligned with our work.
* In line with the Fundraising Manager identify opportunities to raise unrestricted and restricted funds from trusts, foundations and corporates as appropriate.
* Conduct thorough, accurate and tangible research that will assist with grant applications, charity of the year and corporate partnerships, maintaining accurate database records.
* Research the optimum time to approach trusts, foundations and corporates and work with

colleagues in other departments to obtain necessary programmatic and budget information

* Develop appropriate and compelling cases for support and prepare tailored written funding applications of the highest quality that are strategically relevant and attractive to new and existing trusts and corporates
* Work with the Executive Director and Fundraising Manager to prepare and deliver pitches to potential corporate supporters
* Set up and manage a regular annual mailing cycle to smaller trusts, growing income from this group while streamlining processes to ensure it remains low maintenance
* Follow up approaches and check on progress to ensure that applications are fully

considered by donors, and that final outcomes can be monitored.

* Deliver excellent stewardship to all existing and potential donors
* Ensure that all donations are properly acknowledged in a timely fashion
* Ensure that any reporting or other obligations attached to grants, corporates and contracts are fulfilled effectively and in a way that strengthens relationships
* In line with the Fundraising Manager host Trust and Foundations events and corporate days to introduce prospective supporters to the CWGC/CWGF
* Use the CWGF database to maintain accurate records
* Contribute to the Fundraising Team to generate ideas and initiatives.

**Job Functional Knowledge**

* Demonstrable professional fundraising experience
* Project management, planning and organisational skills with ability to manage differing priorities

**Business Expertise**

* Proven ability to identify fundraising opportunities and deliver effective strategies to generate results

**Leadership**

* Ability to inspire and guide colleagues and lead by example

**Problem Solving**

* Ability to help solve complex problems relating to new programmes of activity.
* Ability to solve standard problems using systems, processes, precedents, and decisions based on previous experience
* Ability to think quickly and find solutions to issues that arise

**Nature of Impact**

* Impact will primarily be in providing the funding to support the development of new and existing CWGC outreach programmes

**Area of Impact**

* Across the Commission particularly outreach, public engagement and education. Within the Foundation, particularly fundraising.

**Interpersonal Skills**

* Communicates both internally and externally at all levels. Needs to be able to form good relationships across the Foundation and the Commission

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| **PERSON SPECIFICATION** |

**Education and Knowledge**

**Essential**

* Educated to degree level, or equivalent, in a related field, e.g., within the Arts spectrum
* Evidence of commitment to the highest standards of fundraising as set out by the Chartered Institute of Fundraising
* IT literate with good working knowledge of Microsoft Office and CRM systems
* Understand and appreciates CWGC’s important role in commemorating the Commonwealth casualties of the two World Wars

**Experience**

**Essential**

* Proven experience of developing successful relationships with trusts, foundations and corporates including securing significant funding
* Experience of working in a target led environment with a proven track record of successful delivery
* Experience of contributing to fundraising strategies in line with organisational plans
* Experience of working with databases and managing supporter data effectively and in accordance with GDPR requirements

**Desirable**

* Strong analytical skills, with a flair for thorough, detailed prospect research
* Full UK driving licence

**Skills and Abilities**

* Excellent written communication skills, including presenting applications and project reports
to a range of audiences in a clear and compelling manner
* Excellent organisation skills with high standards of accuracy and attention to detail
* A team-player – making decisions for the good of the organisation rather than for individual targets and being a passionate champion for partnership working and collaboration
* Proven ability in building good working relationships with colleagues and confidence to build external relationships through networking
* Confident presenter
* Results oriented and problem-solving approach to work and challenges
* Proven ability to work to deadlines and manage workload effectively
* Demonstrable ability to plan and prioritise own workload with minimum supervision
* Adaptable and flexible approach with exceptional attention to detail
* Committed to continuous professional development
* An alignment and adherence to the CWGC’s Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
* Health and Safety responsibility for self and others

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*Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the CWGF.*

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**Signatures**

Name of Job Holder: Signature: Date:

Name of Line Manager: Signature: Date: