

## Role Profile

Overview	
Role	Partnerships Officer - Trusts & Foundations
Main Purpose	To implement a successful program of fundraising from trusts and foundations to an agreed annual target. This will include securing medium to large grants from US charitable /corporate trusts and foundations via cultivating new relationships and managing existing clients.
Department	Partnerships
Location	Nashville Office, Tennessee, US
Reporting To	Partnerships Manager – Trusts & Foundations
Main Duties	
<ul style="list-style-type: none"> <li>• Develop and submit persuasive funding applications to US trusts and foundations to secure both core and project income as directed by the Partnerships Manager</li> <li>• Research and cultivate new funding, grants and contract opportunities and maintain schedule of approaches and asks</li> <li>• Build on existing relationships with key funders to maximize income and meet ambitious targets</li> <li>• Track, analyze and report on fundraising results and measure, manage and report performance using agreed performance measures</li> <li>• Maintain updated information on funders and activities in the CRM system</li> <li>• Write reports and updates to keep funders informed of the positive impact of their support</li> <li>• Work with the Partnerships Manager and wider team to assist with other aspects of fundraising (e.g. charity of the year partnerships, awards applications, etc.)</li> <li>• Work with Hope for Justice International Program Team to determine requirements and priorities for existing and future funding needs</li> <li>• Recruit and manage volunteers to support this role</li> </ul>	
Soft Skills	Technical Skills
<ul style="list-style-type: none"> <li>• Networking and relationship building</li> <li>• Creative problem solving</li> <li>• Ability to work under pressure &amp; time management</li> <li>• Teamwork</li> <li>• Negotiation &amp; conflict resolution</li> <li>• Decisiveness</li> <li>• Flexibility</li> <li>• Leadership</li> <li>• Enthusiasm and passion for engaging donors</li> </ul>	<ul style="list-style-type: none"> <li>• Trusts and Foundations fundraising experience</li> <li>• Proven research skills</li> <li>• Project Management</li> <li>• Data Management</li> <li>• Administration</li> <li>• Excellent written skills and attention to detail</li> </ul>



- Excellent IT skills (Microsoft Office) - experience of using fundraising databases an advantage
- Presentation and communication skills

## **Experience & Education**

- Educated to degree level or equivalent
- Minimum 2 years' experience in trusts and foundations fundraising
- Minimum 2 years' experience in researching funding opportunities
- Proven track record of successful fundraising from charitable and / or corporate trusts
- Demonstrable ability to build relationships with donors
- Knowledge and understanding of modern slavery and human trafficking
- Experience of working in an international / multicultural environment
- Empathy with Hope for Justice culture and ethos