

Job Description: Trust Fundraising Officer

Reports to: Senior Fundraising Manager

Location: Currently operating hybrid working in our West London Office

Contract: FTC (12 months)

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £25,712 to £28,000 (depending on experience)

About the role:

This role is ideal for someone looking to take the first step in their fundraising career and help us to deliver real change for our students.

The Trust Fundraising Officer will play a critical part in the success of the small but driven fundraising department at Ark and contribute towards our target of raising £3m per year. The Trust Fundraising Officer will report to our Senior Fundraising Manager and work to support the fundraising efforts of our 39 schools, managing a portfolio of small to medium trust applications up to £10,000. This role will also involve prospect research, and the creation of compelling stewardship reports to inspire our supporters.

Key Responsibilities:

Income generation

- Develop compelling, inspiring, and effective cases for support and applications for Trusts and Foundations
- To spend time working to achieve or exceed agreed income targets, with a focus on securing donations up to £10,000 from Trusts and Foundations
- Manage internal relationships with various internal departments and our schools network to gain support for funding proposals and reports
- There is also the opportunity to gain experience in local community fundraising for schools once the T&F portfolio is developed and generating income

Prospect Research

- Research, identify and segment potential donors
- Create and manage a robust pipeline of trusts and foundations and secure income for our schools and Ark's networkwide programmes
- Identify new funds and sources of income and carry out due diligence and analysis to ensure the best chance of success

Administration

- Effective administration across our Raiser's Edge database and departmental management and tracking systems
- Support the team with administration tasks when necessary, including gift admin and acknowledgments
- Support the team with donor communication and retention
- Assist with the delivery of fundraising events in both the central team and schools as required

Person Specification: Trust Fundraising Officer

Knowledge & Skills

- Excellent communication skills, both verbal and written, with the credibility and authority to inspire others. Ability to write inspiring, accurate reports with up-to-date information from colleagues/sources for funders
- Strong persuasive and negotiating skills which result in positive outcomes, with the resilience and motivation to overcome challenges
- Good IT skills, including MS Office, Outlook, and Raiser's Edge (or similar CRM system)
- A basic understanding of the education or youth development sector
- Utilising networking experiences, to have actively engaged in networking activities, including LinkedIn and other platforms to expand their network and strengthen relationships within the fundraising community
- Reporting and budgetary knowledge to support your input into grant applications and financial monitoring processes
- Experience in online research and familiarity with grant-making processes

Personal Qualities

- Strong organisational skills and attention to detail. A successful track record of meeting deadlines and managing own workload
- Developing and maintaining strong, long-term relationships with Trusts and Foundations is essential
- Ability to be personable, approachable, and skilled at nurturing relationships with funders
- Working closely with other teams and leadership within Ark. The ability to collaborate and support cross-functional teams is important to ensure the smooth running of fundraising

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).