

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title</b>	Trusts Coordinator
<b>Date reviewed</b>	October 2016
<b>Purpose</b>	To deliver the Trusts and Foundation fundraising strategy and support the Major Donor programme.
<b>Responsible to</b>	Fundraising and Communications Director
<b>Responsible for</b>	Potentially 1 intern
<b>Working with</b>	Colleagues within the Fundraising and Communications and Programme Departments, the wider organisation, RedR Supporters and other external contacts as necessary
<b>Location</b>	250a Kennington Lane, London, SE11 5RD
<b>Post</b>	Full-time
<b>Period</b>	Permanent
<b>Grade</b>	3.1
<b>Salary</b>	GBP 28,800 gross p/a

## REDR AND THE WORK WE DO

RedR has an amazing story to tell. Will you help tell it?

We train life-savers. We give people the skills to be ready for, and respond to major disasters like earthquakes, floods, conflict and drought.

We protect lives and livelihoods in developing countries. Our practical training and expert support means that communities won't be beaten by disasters.

We make sure people can get clean water services running again, can prevent a cholera outbreak, know if a building is safe after an earthquake, and know how to put in place measures to enable communities to protect themselves from the impact of a disaster.

Citizens are always the first responders to a disaster. That's why we build the skills of national aid workers working for local organisations in disaster-prone countries. Our approach ensures skills remain in-country for the long-term, ready for future disasters.

## **JOB DESCRIPTION**

Our programme team care passionately about their work. We are looking for a talented fundraiser to listen to their ideas and turn the opportunities they find into funded projects, to ensure communities aren't beaten by disasters.

Your challenge is to maintain existing trust support and identify new trusts who will support our international programmes. You will join us in a period of fundraising expansion. We have had some great success recently and are looking for someone with experience of working significant bids, with good research and writing skills to join our team. This post holder will enjoy working with international colleagues and our communications team to craft inspiring applications and have great attention to detail to ensure we meet the reporting requirements of our benefactors.

### **Main Duties and Responsibilities:**

- To be familiar with RedR projects and programmes and identify those which will attract significant financial support from Trusts and Foundations
- To research these potential funders thoroughly, identifying connections and interests
- Develop relationships with potential and current funders ensuring they are motivated to support RedR.
- To draft project bids and applications, working closely with the programme team to ensure their projects are correctly represented.
- To report on the success of our projects; meeting funder requirements, crafting narrative and financial project reports and telling great stories of human impact.
- To manage the annual solicitation schedule aimed at attracting smaller unrestricted donations.
- To support the Fundraising Director's Major Donor acquisition pipeline particularly by database mining, researching new prospects and overseeing the administration side of the stewardship programme.
- To maintain regular contact with the programmes team with regard to project deliverables and communications with funders
- To work occasional weekend and evening events in support of fundraising colleagues where necessary.

- As part of the office team, assist with general administrative duties including answering incoming phone calls, hosting visitors, supporting volunteers etc.
- Any other reasonable tasks or duties as required by the line manager or organisation.

## **PERSON SPECIFICATION**

### **Essential**

- Experience winning significant funding from Trusts and Foundations, ideally for international humanitarian or development projects
- Excellent research skills
- Excellent copy writing skills – an ability to present an appropriate and persuasive case for support
- Strong attention to detail including good proof reading skills and comfortable working on financial information and budgets
- Good organisational skills, an ability to assess opportunities and challenges and prioritise work
- Strong interpersonal skills and an ability to liaise confidently within the office, with colleagues internationally and with external contacts
- Confidence networking and building relationships with individuals, trusts and major donors
- Computer literacy in MS Office
- Fluency in written and spoken English
- Commitment to the humanitarian sector

### **Desirable**

- Experience working on Major Donor research and prospecting
- Experience working with international teams
- Experience of working for an international NGO, preferably in the humanitarian or international development sector.
- Familiarity with Adobe Creative Suite