

Job Title:	Trusts and Fundraising Officer
Reports to:	TBC
Location:	Shaw House, Oxford
Hours:	35 Hours
Salary:	£26,500 – £30,000

Key purpose:

The Trusts & Fundraising Officer role is integral to implementing fundraising strategy and developing this important area of income for the Royal Agricultural Benevolent Institution (RABI). This will entail researching opportunities and making applications in order to attract grants and donations from trusts, as well as providing support for producing bids to major corporate donors. The Trusts Officer will oversee relationships with grant making trusts, ensuring these relationships are mutually beneficial and that related administration is well managed. The Trust & Fundraising Officer will be encouraged to further develop appropriate skills through specialist training.

Key responsibilities:

- Prepare the basis of an annual Trusts Fundraising strategy in line with other fundraising activity planned by the Charity, the farming calendar and the requirements of regular donors.
- Research and identify charitable trusts which may provide future financial support to RABI while maximising the potential for giving from trusts with which the Charity already has a relationship.
- Develop and maintain relationships with key trust representatives.
- Prepare, submit and monitor applications to charitable trusts including the maintenance of records of applications, grant receipts and successful/failed submissions. Ensure Trusts are thanked for donations in timely fashion.
- Compile statistical and background research to support the development of new and existing relationships with Charitable trusts.
- Monitor trust income for Finance purposes, ensuring all donations or grants are coded appropriately, including any restrictions upon the use of the income.
- Provide support for the submission of major corporate bids
- Provide back-up support to Fundraising with the production of personalised thank-you letters for individual and corporate donors.
- Provide back-up general administrative support as required on an occasional basis to the Fundraising and Operations teams, including answering general telephone calls, dealing with postal and email enquiries, processing post, receiving visitors and deliveries.

Person Specification:

Essential

- Affinity with the goals and objectives of RABI
- An understanding of fundraising generally and experience of successful trust fundraising.
- A pro-active team player who is also self-motivated and confident working independently.
- A good communicator, whether face to face, by telephone/Zoom or in writing.
- Methodical with a flare for identifying and conveying information accurately, succinctly and engagingly.
- Enthusiastic, adaptable and resilient, with the ability to focus, to prioritise and manage all aspects of this varied role.
- Excellent IT Skills

Desirable

- Farming knowledge or an interest in agriculture and the people who work in it
- A full UK driving licence.
- Experience of recording and analysing data in order to communicate it in a meaningful way.
- Knowledge of working in a confidential environment, with some understanding of Data Protection and fundraising compliance.

This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at R.A.B.I.

To apply for this role, please initially submit a word-formatted version of your CV to HR@rabi.org.uk; suitable candidates will then be contacted and will be asked to complete a tailored supporting statement.

RABI is proud to be an equal opportunity employer and aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI as a result of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process strives to ensure that individuals are selected only based on their relevant skills, experience, qualifications and abilities.