

## Job description: Trusts and Grants Administration Officer

### 1. General

Job Title: Trusts and Grants Administration Officer  
Location: London  
Reporting to: Head of Partnerships and Development

### 2. Job overview

#### Job purpose

To contribute to the effective implementation of Conciliation Resources' fundraising strategy, coordinating elements of Conciliation Resources' donor diversification strategy, by initiating opportunities for increased trust and foundational giving as well as providing general grants administration.

#### Scope and accountability

The position reports to the Head of Partnerships and Development against a set of agreed performance and professional development goals. They are a member of the Fundraising Team.

The Trusts and Grants Administration Officer works on researching and approaching new trusts and foundations in support of programmatic and cross-organisational work. They will support the strengthening of our existing funding relationships with Trusts and Foundations and the development of new funding relationships with Trusts and Foundations (initially within the UK, but also within US and Europe). They may also support fundraising efforts from other sources, such as High Net Worth Individuals.

### 3. Specific responsibilities and tasks

#### a. Donor relationship development and management

- Implement tailored relationship development/fundraising strategies for Trusts and Foundations, based on a sound understanding of Conciliation Resources' organisational/ programme objectives, current and future funding requirements and donors' policies, funding priorities and opportunities.
- Research and identify prospective donors, identifying potential leads amongst trustees and staff, and proactively ensure they are kept abreast of our work.
- Utilise online trust and foundations database (e.g. DexEx, DSC and Funds for NGOs) to identify new suitable donor prospects.
- Support senior and programme staff to develop good relationships with Trusts and Foundations and ensure these approaches are coordinated across the organisation.
- Keep abreast of Conciliation Resources' areas of work and funding needs and update cases for support appropriately
- Map trends of Trust and Foundational giving, and assess the implications of these for Conciliation Resources.
- Keep informed of the details of grant agreements and ensure Conciliation Resources adheres to them.

#### b. Writing and coordinating fundraising proposals and letters of inquiry

- Generate initial contact and letters of inquiry for Trusts and Foundations based on programmatic annual plans and ambitions or on Conciliation Resources' general strategy and direction.
- Develop and submit applications to new donors and record the process on the database and hard files.

- Support the Fundraising team to develop ideas into high quality project proposals and letters of inquiry, ensuring that they meet donor requirements, in-house guidelines and sign-off procedures.

**c. Grants Administration and internal communications**

- Ensure all relevant databases and electronic and paper filing systems are kept up-to-date with information on all submissions, grant-funded projects and donors from across the Fundraising Team portfolio.
- Develop strong internal relationships and information sharing across Conciliation Resources.
- Assist in the productions of fundraising activity reports for the Executive Management Committee and the Board to track and monitor progress on the portfolio of activity and performance against budget.
- Contribute to internal discussions and review processes and contribute to the improvement of internal systems and procedures, including the intranet and databases.

**e. Other**

- Participate in line management and annual appraisals.
- Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances.
- Support the Fundraising team with tasks required to meet the Fundraising Strategy 2017-2020, as appropriate.

**5. Person specification**

**a. Knowledge and experience**

**Essential**

- Experience writing professional standard reports, applications or similar in any sector or industry, that require summarising of complex issues in a readable and engaging style
- Experience of taking the initiative and making decisions as part of a complex, varied and, at times, heavy workload

**Desirable**

- Fundraising experience, including a proven track record of successfully raising funds from Trusts and Foundations and handling of subsequent reporting requirements.
- Good knowledge and experience of working with donors that support the peacebuilding sector, the US and UK trust and foundation sector, and online fundraising.
- Knowledge of conflict transformation and peacebuilding issues
- Experience of working in an international NGO

**b. Skills/Attributes**

- Excellent English verbal and writing skills (essential), with the ability to communicate and summarise complex information clearly and persuasively
- Strong interpersonal and relationship-building skills, with the ability to work collaboratively and to influence others
- Strong organisational and planning skills with the ability to manage a varied workload and coordinate processes involving multiple people/teams
- Strong conceptual, analytical and problem-solving skills
- Good computer and IT skills, preferably in a Mac environment
- Creative, flexible character and open to new ideas
- Ability to speak and write in a second language such as French or Spanish (desirable)

**c. Personal & Organisational Values**

The Trusts and Grants Administration Officer is expected to apply our core values to their work and develop them within the organisation. They are also expected to sign Conciliation Resources' Code of Conduct.

May 2018