

Trust Funding Lead

Team	Major Gifts Fundraising Team
Reports to	Trust and Institutional Funding Team Manager
Grade	4
Weekly hours	35 (Flexibility Considered)



Amnesty International UK (AIUK)

Our aim is simple: an end to human rights abuses. Independent, international, and influential, we campaign for justice, fairness, freedom and truth wherever they are denied. Already our network of over seven million people is making a difference in almost every country in the world. Whether we are applying pressure through powerful research or direct lobbying, mass demonstrations or online campaigning, we are all inspired by hope for a better world. One where human rights are enjoyed by all.

Major Gifts Fundraising Team

The high-performing Major Gifts Fundraising (MGF) Team at Amnesty International UK engages and inspires companies, trusts, institutions and philanthropists to support Amnesty International's vital human rights work financially, both in the UK and internationally. MGF Team income has grown significantly in recent years, and in 2020 we raised over £5 million for the first time.

Trust Funding Lead - overview

The role of the Trust Funding Lead sits within the Trust and Institutional Funding Team (comprising the Trust and Institutional Funding Team Manager, the Institutional Funding Lead and a Philanthropy Lead – Scotland and North of England, who works part-time on trusts and foundations) and contributes to achieving the team's fundraising targets through securing and managing income from UK-based trusts and foundations for Amnesty International's work.

The Trust Funding Lead will

The big picture

The Trust Funding Lead will oversee the process of securing and managing gifts from UK-based trusts and foundations for Amnesty International's work, both in the UK and globally,

with the support of the Trust and Institutional Funding Team Manager and the Philanthropy Lead – Scotland and Northern England.

The day to day

The Trust Funding Lead will conduct regular research to identify trusts and foundations whose funding priorities correspond to Amnesty International's mission in order to develop a pipeline of new funding opportunities that align with the funding needs prioritised within the Major Gifts Team Fundraising Plan.

The postholder will also cultivate and consolidate robust relationships with the trusts and foundations assigned to their portfolio and will be responsible for updating and monitoring key application and reporting processes, timescales and deadlines in the team's workplan.

Although trusts and foundations with the ability to grant significant gifts of between five and six figures are prioritised in the team's fundraising plan, the Trust Funding Lead will also steward a portfolio of smaller trusts and foundations that grant donations of less than £5,000, but which cumulatively constitute significant income for Amnesty International UK.

The Trust Funding Lead will collaborate proactively with colleagues across Amnesty International UK and the wider international movement to develop a detailed understanding of its work including activity plans and budgets in order to develop the following:

- A suite of concise and compelling "cases for support" for the funding needs prioritised within the Major Gifts Team Fundraising Plan.
- Bespoke proposals and budgets for specific funding opportunities.
- High-quality, accurate reports for donors.
- Monitoring, evaluation and learning (MEL) frameworks.

The Trust Funding Lead is also expected to:

- Update relevant team and organisational databases and systems.
- Stay informed of team and organisational procedures and processes, as well as regulatory and legal requirements, that are relevant to their role.
- Maintain, review and update fundraising procedures for which their role is the nominated administrator.
- Stay informed of developments and trends within the sector in order to carry out their duties to the best of their ability.
- Contribute to team objectives and processes such as team planning and meetings.

Other

The Trusting Funding Lead may also be expected to:

- Undertake any other relevant duties or projects delegated by the Director of Fundraising, Head of Major Gifts or Trust and Institutional Funding Team Manager which are in line with the responsibilities of the post.
- To deputise for the Trust and Institutional Funding Team Manager when required.
- Travel overseas to organise and/or participate in meetings or workshops as part of proposal development or grant management processes or accompany donors (when

permitted by the UK government and deemed to be safe).

All colleagues

- Contribute positively to the organisations aims of diversity and inclusion.
- Look after the health, safety and welfare of self and all around you.
- Take on other reasonable duties as appropriate in line with your skills, knowledge abilities and experience.

What We're Looking For

AIUK Commitments

Communication

Listen to others and communicate in a respectful, clear, open and inclusive way. Give constructive feedback and be open to others giving feedback.

Collaboration

Seek to build effective working relationships. Contribute expertise, learn from others and encourage others to do the same.

Consideration

Guided by values and strategic priorities, manage time and workload with respect to the time and workload of others. Be fair and consistent in decision making and dealings with others.

Change

Innovate and improve the way things are done. Make time to increase knowledge and skills and guide others to do the same.

You already have these skills and knowledge

Experience

Secured and managed grants from a broad range of trusts and foundations for large-scale programmes of work (with budgets of between five and six figures).

Prepared compelling funding proposals including complex budgets within strict deadlines.

Compiled accurate and timely reports, including financial reports, for donors.

	<p>Developed a donor pipeline through researching and identifying potential funders.</p> <p>Cross-team and organisational collaboration.</p> <p>Knowledge</p> <p>Trusts and foundations fundraising sector.</p> <p>Equality and Diversity.</p> <p>Skills</p> <p>Able to communicate complex programmes of work to potential funders.</p> <p>Excellent copy and editing skills, able to draft compelling and concise funding proposals and narrative reports.</p> <p>Budgeting and financial reporting skills.</p> <p>Accomplished interpersonal skills and ability to develop strong relationships across the team, organisation and movement.</p> <p>Capacity to work autonomously and be proactive.</p> <p>Ability to manage and prioritise a demanding workload and to work to tight, and sometimes conflicting deadlines.</p>
<p>You may also have</p>	<p>Experience</p> <p>Secured seven figure gifts from trusts or foundations.</p> <p>Secured and/or managed institutional funding.</p> <p>Accompanied donors on overseas trips or visited projects overseas as part of proposal development or grant management processes.</p> <p>Knowledge</p> <p>Aims and work of Amnesty International.</p> <p>Development organisations / working in developing countries.</p> <p>Skills</p> <p>Fluency in other languages.</p>