

Trust Executive**Job Description****Job Title:** Trusts Executive**Job Location:** Haywards Heath, UK**Reports to:** Trusts Manager**Responsible for:****Department:** Global Fundraising / Major Giving Team**Job Purpose:**

To maintain a portfolio of existing relationships and to nurture and develop new relationships with Trusts and Foundations.

To be a major contributor to the development of Sightsavers' International Trusts and Foundations programme. The successful delivery of new business, focusing on trusts capable of contributing at the major and high value level, alongside managing a portfolio of existing high level trust donors

Principal accountabilities:

1. Relationships - To manage and cultivate relationships with a portfolio of Trust and Foundation donors for Sightsavers via bespoke proposals, feedback reports, telephone or face to face meetings as appropriate, dealing with CEOs, Directors, and Trustees.

To support the management and cultivation of relationships with charity evaluators, large grant makers and institutional donors

To develop key external and internal relationships critical for the achievement of planned objectives with these donors. To take personal responsibility for delivering agreed targets in line with the Trusts team strategy.

2. New business development – to research, identify, prioritise and develop plans to engage with Trust prospects in new and challenging global markets (initially Europe and the US), with a focus on those capable of giving at the major and high levels. Working with Sightsavers' trustees, CEO and key senior figures as appropriate to cultivate relationships with trust directors and trustees, with the aim of establishing additional high value funding relationships.

3. Capacity building - To actively and constructively contribute towards the development of the Trust team, sharing experience and learning to develop the new business trusts prospecting and existing trust engagement programmes in conjunction with the Trust Manager and Head of Major Donors and Trusts.

4. Networking and contribution – To actively participate in the networks surrounding trusts and foundations and global philanthropy. To identify and attend relevant

conferences so as to represent Sightsavers at the highest level to increase our profile and develop new funding opportunities.

Make a pro-active contribution to the overall direction of the Major Giving team; sharing information, insights, opportunities and fundraising materials produced.

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge, Skills and Experience

- University graduate or equivalent work experience
- Proven success in cultivating new and maintaining relationships with existing clients/donors or prospective clients/donors
- Understanding of and interest in charity sector and international development issues

Skills (Special Training or Competence):

- First class presentation and writing skills, including preparation of proposals, project budgets, reports.
- Excellent communication and people skills.
- Excellent IT skills, including Word and Excel and experience of using fundraising databases.
- Good analytical skills – can prioritise and plan opportunities based on available information
- Capable of relating well to a wide range of people.
- Self-confidence with the ability to take the initiative and work to deadlines.
- Strong listening and negotiating skills
- Numerate

Desirable

- ***Language skills; French or German***
- ***Knowledge of the European and US philanthropy market***

Key Contact/Relationships

- **Internal** – Trust Manager (direct line manager), Trust Executive, Projects and Programme Teams, Senior Management Teams. Country Offices
- **External** – Trusts and Foundations Trustees, Grants administrators, senior fundraising volunteers and charity networking groups

Other comments

The post holder will be required to visit programs in Africa and Asia and donors in the US and Europe

Date as of: December 2018