



Job Title: Trusts & Foundations Fundraiser

Team: Fundraising (International Partnerships)

Responsible to: Partnerships and Grants Manager (PGM)

Contract: Full Time, Permanent

Location: Retrak's International Head Office: Metropolitan House, Station Road, Cheadle Hulme, SK8 7AZ.

Salary: up to £24,000

Annual Leave: 28 Days

Retrak is a UK based international charity (registered charity number 1122799) that has been working with street children for 20 years. Our vision is a world where no child is forced to live on the street. We work to transform highly vulnerable children's lives; preserve families; empower communities and giving them a platform for their voices to be heard. Today Retrak provides support to children, families and communities in Brazil, Democratic Republic of Congo, Ethiopia, Kenya, Malawi, Uganda and Zimbabwe. In 2016, we worked with over 19,000 beneficiaries providing support to children, families and communities. Retrak can be seen to work beyond the national level, contributing to the evidence base within the sector and sharing valuable lessons learnt internationally through its dissemination of research findings through international networks. It is a dynamic, ambitious and thriving organisation committed to its vision and mission.

The UK headquarters is a small and supportive team of dynamic, creative and passionate staff who are committed to the children, families and communities we work with.

1. PURPOSE OF POST

1.1 To work as a key player in the fundraising team to raise funds from charitable trusts and foundations such as Comic Relief and by doing so make a key contribution to the sustainability and growth of Retrak's support for children on the streets.

1.2 The Trust & Foundation Fundraiser will work with the head of department and other Retrak managers in the field to build and maintain partnerships with trusts and foundations and by doing so generate a year on year growth in income to support Retrak's existing and new operations.

2. KEY DUTIES AND RESPONSIBILITIES

2.1 Identify appropriate projects for fundraising at an early stage of development and ensure that every opportunity is taken to secure funding for Retrak's work and projects.

2.2 Develop and lead the submission of high quality proposals, gathering and collating all information required to charitable trusts and foundations. This will include liaising with field based staff and partners in the development of funding proposals and budgets.

2.3 Maintain relationships with existing trusts and foundations partners, including timely and quality reporting to trust and foundation donors. Also, ensure organisational awareness of contractual obligations relating to trust and foundation funding awards.

2.4 Meet or exceed fundraising targets as set out in the organisational business plan and fundraising strategy.

2.5 Maintain awareness and understanding of trends, legislation and Institute of Fundraising best practice guidance in relation to trust fundraising.

2.6 Provide advice and support on fundraising activities to UK and field personnel as appropriate.

2.7 Support the Senior Management Team with larger bids to gain experience of large, strategic trust and institutional partnerships.

3. OTHER DUTIES

3.1 Contribute to organisational and fundraising team business planning and strategic development.

3.2 Maintain comprehensive paper and electronic records.

3.3 Comply with health and safety policy requirements, child protection policy requirements.

3.4 Update own professional development in the field of fundraising. Attend training programmes in line with budgeted agreement.

3.5 Carryout any other tasks as directed by the line manager or members of the Executive Team.

3.6 Travel to Retrak field operations as and when required.

The position requires the upholding and promotion of Retrak's values of boldness, excellence, innovation and respect. The applicant will be required to sign up and abide by Retrak's Child Protection Policy and obtain a Disclosure and Barring Service (DBS) check. The normal working hours are 9am - 5pm with some flexibility.

To apply, please email your CV and cover letter by 5th March 2017 to priyanka.zacharias@retrak.org. Please note that we will not be able to respond to unsuccessful applications. We apologise that we cannot contact everyone but thank you in advance for your interest.

In the subject of the email, please put Trusts and Foundations Fundraiser application.

Person Specification:

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	Educated to Degree level	Fundraising qualification
EXPERIENCE	<p>Working as part of a fundraising team and working towards targets and submitting funding proposals</p> <p>Experience of researching and identifying funding opportunities</p> <p>Experience of developing and managing relationships with donors</p> <p>Experience of successfully raising money from trusts & foundations</p> <p>Experience of developing strong cases for support and writing successful bids/proposals</p> <p>A positive can-do attitude that will enthuse prospective and current supporters and colleagues</p>	<p>Business planning</p> <p>Working with international trusts and foundations</p> <p>Working for an international NGO</p> <p>Working on child related development issues or youth work</p>
SKILLS/ABILITIES	<p>Strong PC Skills on MS Word, Outlook, Excel and Powerpoint</p> <p>Strong organisational skills and attention to detail</p> <p>A successful track-record of owning processes, meeting deadlines and managing a mixed workload</p> <p>Ability to work without close supervision – using initiative and being solution focused</p> <p>Capable of working effectively and efficiently in a busy environment</p> <p>Ability to balance changing priorities under pressure</p> <p>Excellent communication and interpersonal skills</p> <p>Team player with very strong relational skills</p> <p>Ability to engage with complex strategic issues and condense them into lucid, practical proposals</p>	<p>Experience of working cross-culturally</p>