



Trusts and Donor Care Officer

Location: London

Hours: 37.5 hours a week

The Trusts and Donor Care Officer job

A fantastic opportunity to gain solid experience in trust fundraising and supporter care.

Reporting to the Trusts and Donor Care Manager, you will have the opportunity to work in a varied role with a key focus on developing relationships with trust funders and communicating with individuals who donate to the charity by direct debit.

Duties will include: writing applications and reports to small-to-medium-sized trusts to raise funds for our work supporting families who have a seriously ill child in hospital, researching trusts to identify potential fundraising opportunities and managing and developing relationships with the charity's individual regular givers. The role will provide the opportunity to fundraise for both existing running costs and potential capital and refurbishment projects.

The Candidate

You have already gained some experience in working in a fundraising department and understand the importance of developing supporters and working across fundraising teams.

You have research experience in the charity sector. Your strengths are your communications skills. You have the ability to write high-quality materials and/or applications, can be persuasive but recognise when sensitivity is required and have excellent verbal skills both face-to-face and on the telephone. Organisational skills and IT skills are a given.

Please apply by sending your CV with cover letter setting out how you meet the person specification to Carole Buckton, Human Resources Manager carole@sickchildrenstrust.org.

Closing Date: 10 May 2019

Applications are considered on receipt so you are advised to apply as early as possible. All shortlisted candidates will be contacted within 2 weeks of the closing date. We reserve the right to close the advert early.