



- Job Title:** Trusts and Major Gifts Officer
- Responsible to:** Senior Trusts and Foundations Officer
- Job purpose:** To support the effective functioning of the fundraising team with a focus on trusts, foundations and major gifts
- Hours:** Full-time, 35 hours per week
- Salary:** £28,996 - 33,325 (inclusive of London weighting)
- Closing date:** **9 am on Monday, 22 April 2019**  
**Successful candidates will be notified w/c 29 April 2019**
- Interview dates:** **In person interviews Tuesday 14 & Wednesday 15 May 2019**

Please send your application form to: [j.collier@healthpovertyaction.org](mailto:j.collier@healthpovertyaction.org)

*Please note that due to a potentially high number of applications, only shortlisted candidates will be notified.*

---

## **BACKGROUND**

Health Poverty Action works for health and global justice in partnership with people who have been marginalised and pushed into poverty.

We work with communities to help them demand their right to health, and to challenge the power imbalances that deny them their health rights. Our distinct approach can be summarised as a combination of three areas:

- **We approach health as an issue of social justice**  
Health is a Human Right that many are currently denied. The greatest causes of poor health worldwide are political, social and economic injustices. This is a global scandal which causes unnecessary suffering on a massive scale.

We tackle these complex root causes of these injustices in two ways. Firstly, we work in partnership with communities to help them take back the power to improve their own health. Secondly, we campaign on a national and international level to change policy, and destroy unjust power relations.

- **We prioritise those missed out by others**  
We believe in health for all, without exclusion. Development organisations tend to cluster together, which leaves large populations with almost no support at all. People may be living in hard to reach areas, or are difficult to

support for some other reason. We make these most neglected populations our highest priority.

- **We address the full range of factors which impact on health**  
Health is a combination of physical, mental and social wellbeing. As well as strengthening health services we work on areas such as nutrition, water, sanitation, gender discrimination, and income generation. Tackling one cause of poor health in isolation can give the appearance of improving health in the short term, but tackling numerous factors together saves lives.

We are acutely aware of how our own power dynamics as an organisation impact on the people we work with, and we work in partnership with communities to create long term relationships built on trust.

We respect those we work with, and do our best to communicate this - we aim not to generate pity, but instead strive to give truthful accounts of social injustice and its causes. Just as we work to ensure policy makers and service providers are held accountable, we must repeatedly challenge ourselves to ensure we are accountable to the communities we serve.

Health Poverty Action currently has programmes in 18 countries – in Asia, Africa and Latin America – which benefit around two million people each year. And campaigns to tackle the root causes of poor health, and the global structures and policies that deny people their right to health.

We are also proud to be one of the small number of organisation recognised as being structurally part of the global People's Health Movement. This quote from the founding document of this movement, the People's Health Charter, sums up the essence of Health Poverty Action's values and identity:

*“Health is a social, economic and political issues and above all a fundamental human right. Inequality, poverty, exploitation, violence and injustice are at the root of ill-health and the deaths of poor and marginalised people. Health for all means that powerful vested interests have to be challenged, and that political and economic priorities have to be drastically changed. This Charter encourages people to develop their own solutions, and to hold accountable local authorities, national governments, international organisations and corporations.”*

In 2017 we formed a strategic partnership with Find Your Feet. The partnership ensures Find Your Feet's livelihoods work will continue through Health Poverty Action.

## **JOB DESCRIPTION**

### **Context of the role**

Health Poverty Action is investing in the growth of its fundraising team. We have ambitious plans to diversify our donor base and increase income to support our projects and programmes around the world. This is an exciting time to join a dynamic team with ambitious but achievable targets.

This role will help to maximise income primarily from trusts and foundations, and also provide support in growing our major donor programme. Reporting to the Senior Trusts and Foundations Officer, the Trusts and Major Gifts Officer will identify, manage and

grow existing and new support from small and medium trusts and foundations by researching and building relationships with funders, writing effective funding applications, and providing excellent grants management and stewardship. This role will also support the Senior Trusts and Foundations Officer on securing gifts from large trusts and foundations. In addition, this role will support the Head of Fundraising with the development of our major donor programme by identifying and researching prospective high-level supporters, cultivating and stewarding supporters, and providing support with small major donor events as needed (all in accordance with GDPR policies). This position will contribute to expanding existing and building new revenue from trusts and foundations and major donors.

This is a newly created position in the team, thus, there will be opportunities to shape and develop within the role. You will bring your experience and ideas as well as build your fundraising skills and gain valuable experience in a progressive international development organisation. There may also be opportunities for international travel.

### **Key responsibilities**

This is an exciting and varied role with opportunity for development and progression. The following outline provides a view of the scope of the work, within which your strategies and priorities will be agreed with the Senior Trusts and Foundations Officer and Head of Fundraising. Time divided between areas is indicative and may vary depending on demand.

#### **Trusts and Foundations (70%)**

- Manage and grow our portfolio of small and medium trust and foundation supporters (gifts of up to £40,000), building personal relationships where possible
- Research and identify trusts and foundations which have potential to support Health Poverty Action's work
- Lead on generating income from new small and medium trusts and foundations (gifts of up to £40,000)
- Support the Senior Trusts and Foundations Officer and Head of Fundraising with securing and stewarding large trust and foundation gifts, as appropriate
- Develop and submit high quality and compelling written proposals to secure restricted and unrestricted funding for Health Poverty Action's work
- Support the Senior Trusts and Foundations Officer in meeting the highest standards in grants management and donor stewardship
- Liaise with colleagues in Programmes, Policy and Campaigns, and Finance to develop high quality donor proposals, budgets and reports in line with deadlines
- Manage and grow our small trust mailing programme
- Ensure that all trusts and foundation donors are thanked promptly and appropriately as soon as gifts are received

#### **Major Donors (20%)**

- Work with the individual giving team to identify potential major donors
- Support the development and implementation of bespoke cultivation and stewardship plans for major donors
- Aid the delivery of high quality cases for support, updates, reports and creative stewardship to further engage high net-worth individuals in the organisation's work
- Support organising and carrying out small major donor events

#### **Strategic Support (5%)**

- Contribute to overall strategic and budget planning, as required
- Monitor developments and trends in trusts and major gifts fundraising, including engagement with relevant sector events and networks
- Actively participate in Fundraising team meetings and events

#### **General (5%)**

- Ensure records relating to trusts, foundations and major donors are kept up-to-date on the Salesforce database
- Work as part of the wider fundraising team to develop new and innovative fundraising ideas
- Act as a representative of Health Poverty Action when required and communicate its work in a passionate and professional way
- Understand and adhere to data protection under GDPR
- Carry out other duties, as required, to maximise Health Poverty Action's trusts and major gifts fundraising

### **PERSON SPECIFICATION**

The following provides an indication of the qualities we believe will provide a good fit, but not all suitable applicants will have all of these. If you would love to do the job, and believe you can demonstrate abilities that will enable you to succeed in the position, we would love to hear from you.

#### **Skills and Experience**

- Excellent knowledge and understanding of the key principles and methods of fundraising from trusts and foundations and/or major donors
- Prospect research and donor stewardship
- Excellent written and verbal communication skills, with the ability to engage and inspire different audiences through proposals, presentations and other tools
- Ability to establish and build relationships with people from a variety of backgrounds, both externally and within Health Poverty Action
- Ability to understand and summarise complex information and align donor interests with different areas of Health Poverty Action's work
- Financial management skills and ability to work with budgets
- Windows-based software packages, including Word, Excel, Outlook, PowerPoint

#### **Commitment**

- Passionate and demonstrable commitment to Health Poverty Action's values
- Ability to enthuse and inspire others to support Health Poverty Action's work
- Passion for social justice and international development

#### **Working Style**

- A warm, friendly and supportive colleague
- Able to work well both individually and as part of a team
- Enthusiasm and flexibility to take on new tasks
- Willingness to take responsibility and initiative
- Resilience to adapt in a changing and sometimes challenging environment
- Excellent negotiation and diplomacy skills, with the ability to find ways of getting things done cross-organisationally
- Well organised and reliable

#### **General**

- Excellent attention to detail and accuracy
- Ability to think logically and solve problems

- Excellent phone manner
- Ability to work flexibly and adapt to rapidly changing demands and opportunities whilst retaining clear priorities and strategic focus
- Proactive and self-motivated, with ability to use own initiative
- Ability to handle pressure and tight timescales, meeting and monitoring deadlines and targets
- Ability to work in a multi-cultural context

#### **Additional Desirable Experience**

- Experience working with Salesforce or other fundraising databases
- Experience working as part of a busy fundraising team
- Experience working in an international, multi-cultural organisation

## **TERMS AND CONDITIONS**

### **Salary**

£28,996 up to £33,325 (inclusive of London weighting)

### **Hours**

Full time permanent contract, 35 hours per week. Evening and weekend work may sometimes be required, for which time off in lieu can be taken.

Health Poverty Action is committed to flexible working. We will consider applicants to work on a part-time and a flexible working basis where possible.

### **Holidays**

25 days per year, plus the time between Christmas and New Year, plus English public holidays. An additional day leave is added for each two years completed service, up to a maximum of 3 days.

### **Pension**

Staff are encouraged to join Health Poverty Action's pension scheme. Health Poverty Action will match your contributions up to a maximum of 5% of gross salary (and subject to a minimum contribution of 3%).

### **Location**

The post is based at Health Poverty Action's offices in Vauxhall (central London). Candidates will therefore need to either have or be able to acquire the right to work in the UK. The post may involve some international travel.

**We actively support and encourage people from a variety of backgrounds, experiences and skill sets to join us and help shape what we do. We are particularly keen to hear from ethnic minority candidates.**

*Thank you for considering working with Health Poverty Action.*