

JOB DESCRIPTION

Trusts & Philanthropy Officer

Background | As a member of the Royal Osteoporosis Society team, your role exists to work with colleagues to ensure better bone health for everybody and help people to live well with osteoporosis.

Our vision | Strong and healthy bones for life.

Our purpose | We transform lives and society by leading the effort to improve bone health and defeat osteoporosis.

Our goals:

- To drive fracture prevention amongst people who are at high risk.
- Quicker diagnosis and better ongoing care, wherever people live.
- To support more people to live well with osteoporosis.

We have four guiding values:

We're Bold | We fearlessly stand up for and give a voice to people who need us.

We're Focused | We concentrate on where we can make the biggest difference.

We're Collaborative | We work as one team and embrace partners to change society together.

We have Integrity | You can trust us to do what we say we will.

We have eight supporting **beliefs** which guide every decision you make on behalf of the ROS and, in turn, the way we live our values.

We believe:

- We put our beneficiaries at the heart of everything we do
- In spending every £1 wisely
- We are the collective voice of people with osteoporosis
- We are the recognised experts in osteoporosis and bone health
- We have the knowledge and influence to change policy and healthcare systems
- Asking for money is vital
- We can achieve more together than on our own
- Everyone with osteoporosis should be able to live well and manage their conditions in ways that best meet their needs

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The Royal Osteoporosis Society (ROS) wants a future without osteoporosis. We are committed to helping keep the nation's bones stronger for longer and are the only UK-wide charity dedicated to improving the prevention, diagnosis and treatment of osteoporosis. The ROS relies on voluntary income to fund its vital work and trusts and foundations contribute a significant proportion of this funding.

To support our ambitious growth plans, we are seeking to build on recent successes and grow and diversify income from trusts and foundations and major donors (philanthropy). This is a critical moment for ROS and we are looking for a driven individual with communication skills (written and verbal), strong organisational abilities and an analytical mind to support our Senior Trusts Specialist and Senior Philanthropy Specialist.

The Role

You would be part of the Partnerships and Philanthropy (P&P) team, reporting into the Senior Trusts Specialist and working across two income streams.

You will have responsibility for prospect research across both areas; writing proposals and funding reports to small and medium-sized Trusts and Foundations; building strong relationships with supporters and funders and general administration for the P&P Team as required.

We're a small team with big ambitions and plenty of exciting events and activities in plan!

Duties and Responsibilities

Trusts and Foundations

- To manage a portfolio of small and medium sized Trusts and Foundations
- To write applications, proposals and funding reports
- To write and send out small trust mailings
- To build relationships with Trusts and Foundations, inviting them to ROS cultivation events
- To identify and research Trust and Foundation prospects on an ongoing basis
- To work with colleagues across the organisation to gather information on projects and areas for support

Major Donors (Philanthropy)

- To work with our Senior Philanthropy Specialist, Database Manager and Supporter Engagement Team to help identify new potential major donors from our database and networks

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- To conduct desk research on major donor prospects
- To support in organising cultivation events for P&P Team audiences both in-person and online, taking responsibility for key aspects of the event planning and management.
- To write and send updates to our pool of major donors
- To support the process of identifying and building relationships with mid-value donors and legacy pledgers.

General

- Maintain accurate records on the charity's CRM
- Brief the CRM manager on pulling off appropriate database queries and where appropriate manage this process independently
- Recording and thanking of all relevant income
- Support the development of our income pipeline reporting and supporter cultivation 'stages' via our CRM system to track funding and progress
- Work with colleagues to source impact and project information for bids and funding reports
- Work in partnership across the team to make the most of donor relationships where overlaps exist between philanthropy, trusts and foundations and corporate
- Undertake any other reasonable tasks as requested by managers.

Person Specification

Essential

Experience and skills

1. Excellent writing skills, with the ability to synthesise information from a range of sources
2. Strong interpersonal skills, with the ability to forge strong relationships with both funders and internal stakeholders.
3. Target-driven and self-motivated, with the ability to prioritise own workload to meet targets and deadlines.
4. Excellent organisation and administrative skills, with high standards of accuracy and attention to detail.
5. Ability to work with and understand data, supporting the team to get maximum value from our CRM system.
6. Effective networker with the ability to communicate with supporters of different backgrounds.
7. Strong numeracy and the ability to understand budgets and create simple budgets for funders.
8. Excellent time-management skills.
9. IT proficiency to a self-supporting standard in Microsoft Office applications (MS 365, MS Dynamics).

Knowledge

10. Knowledge of the UK funding landscape, philanthropy and fundraising methods.
11. Effective use of research to support pipeline management.

12. Appreciation of the use of technology and automation to support fundraising

Personal Attributes

13. A consummate team player happy to support colleagues across the team
14. Ability to motivate and inspire stakeholders, particularly funders.
15. A confident individual, who is able to prioritise their work and is target driven and solution focused.
16. Self-motivated and able to work effectively remotely.
17. Resilience, determination, enthusiasm and the ability to cope well under pressure.
18. Commitment to Equality, Diversity and Inclusion and strong personal attention to safeguarding and wellbeing.

Desirable

19. Previous fundraising experience in Trusts and Foundations, and / or Philanthropy

The Royal Osteoporosis Society operates an Equal Opportunities Policy and does not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.