



**Royal
Osteoporosis
Society**

Better bone health for everybody

JOB DESCRIPTION

Trust Fundraiser

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 mission is to improve the bone health of the nation and prevent osteoporosis by influencing healthcare providers and professionals; supporting services to help our beneficiaries; and drive research. We do this through living our charity values and we all work together to realise a future without osteoporosis.

The way we deliver our vision and mission is important. In this role, the decisions you make and the way you behave to deliver our mission, should reflect our organisational values. We have three guiding **values: caring, influential** and **innovative**.

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

Updated March 2020

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Background

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 grow and diversify income from trusts and foundations and secure more multi-year grant awards.

The Role

The Trust Fundraiser is responsible for securing gifts from trusts and foundations by researching, developing and writing compelling funding bids and reports and building relationships with funders to secure sustainable income.

The postholder is responsible for the development and delivery of an annual plan to achieve a six-figure income budget and for monitoring and reporting on the trusts income pipeline.

Duties and responsibilities

- Identify and research trusts and foundations with potential to support the work of the charity
- Work with colleagues across the organisation to identify projects and areas of work of interest to potential funders and develop attractive cases for support
- Generate income from trusts and foundations by developing and submitting accurate, well-written and well-targeted funding applications
- Submit timely reports to funders, ensuring reporting requirements are met
- Build and maintain long-term relationships with new and existing trusts and foundations through regular communication, with the aim of optimising success rates and maximising the value and duration of support
- Contribute to the development of a dynamic trust fundraising plan to meet agreed annual targets and secure sustainable income through repeat and multi-year grants
- Work with colleagues in Philanthropy and Corporate Partnerships to identify and steward trust connections
- Support regional operational teams with the development of applications for regional and local funding
- Monitor income and expenditure against budget, maintain the trusts income pipeline and provide regular progress reports and updates on performance against target
- Maintain accurate records on the charity's CRM
- Manage and maintain trust fundraising processes and procedures
- Undertake any other reasonable tasks as requested by senior managers.

March 2020

Person Specification

Essential

- Demonstrable track record of generating income from charitable trusts and foundations
- Excellent writing skills, with the ability to synthesise information from a range of sources and turn complex projects into clear and compelling cases for support
- Target-driven and self-motivated, with the ability to prioritise own workload to meet targets and deadlines
- Strong interpersonal skills, with the ability to forge strong relationships with both funders and internal stakeholders
- Excellent organisation and administrative skills, with high standards of accuracy and attention to detail
- Experience of managing and reporting on an income budget

Desirable

- Experience of working effectively with internal operational and project delivery teams to translate plans into proposals and monitor delivery against grant agreements
- Experience of MS Dynamics CRM

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.