Job profile

SENIOR TRUSTS AND FOUNDATIONS OFFICER
Practical Action

ABOUT US

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We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group, working with communities who are vulnerable to poverty and climate change to support them to change their world. Together we develop innovative, community powered and locally owned solutions that achieve transformative change in lives and livelihoods. And we work with a range of partners, including governments, business and international organisations to ensure improvements are sustained and scaled and to change the systems that keep people poor and vulnerable.

We were founded in 1969 by radical economist EF Schumacher who challenged the development thinking of the time. He believed in solutions suited to context, equipping people with the skills and knowledge to change their situation, economic systems that work for all and living within the planets means. This ethos continues to fuel all our work. Schumacher was the author of ‘Small is Beautiful: A study of economics as if people mattered’. In our work we start ‘small’, ensuring we understand what is already working but we aim big focussing on what will deliver the systems change required.

We have over 50 years of experience working across Africa, Asia and Latin America. Our group consists of a UK registered charity with experienced country teams, an expert consulting service and an independent development publishing company. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We work across four thematic areas. Much of our most impactful work combines our expertise across issues to solve complex and interconnected problems such as supporting smallholder farmers with renewable energy to increase yields and open up bigger opportunities for the wider economy.

Harnessing energy that transforms for the one billion people without electricity, and the three billion people without clean cooking solutions. We’re bringing together rural communities, displaced people, energy providers and decision makers to put clean energy to work. By 2025, our work with partners will have led to affordable, low-carbon energy access and cleaner cooking for two million people in ‘last mile’ communities and 18 million people through wider systems change.

practicalaction.org
Building resilience that protects for vulnerable people whose lives and livelihoods are threatened by climate-related and natural hazards. We’re working with people threatened by natural and climate related hazards, reducing vulnerability and minimizing the impact on their lives and livelihoods. By 2025, our work with partners will have enhanced risk knowledge systems so that four million people living in hazard-prone, climate-vulnerable communities are better protected.

Making cities fit for people for the millions of people living in urban slums and settlements without proper sanitation, clean water and waste services. Our work with communities is making cities in poorer countries cleaner, healthier, fairer places for people to live and work, with clean water for drinking and sewage safely contained, collected and processed. By 2025, our work with partners will have led to improved water, sanitation and waste management services for one million people living in slum communities and a further 2.4 million people through wider systems change.

Cultivating farming that works for smallholder farmers struggling to make a sufficient income and adapt to the negative effects of climate change. We’re teaming up with smallholder farmers, many of whom are women, so they can adapt to climate change and achieve a good standard of living. By 2025, our work with partners will have improved food security and incomes for two million people in rural communities and a further one million people through wider systems change.
ABOUT THE ROLE

Reporting to the Partnerships Manager, the Senior Trusts and Foundations Officer will play a key role in securing, maintaining and growing income from UK and international trusts and foundations in support of Practical Action’s mission and, more specifically, our four thematic areas.

In this role you will:

• Develop and manage a portfolio of relationships with international trusts and foundations at the six and seven figure level.

• Research and identify new prospects that align with our values and strategic ambitions.

• Work with colleagues in Partnerships & Philanthropy Unit, Business Development and Strategy, Impact & Influence (including MEL and Thematic leads), Practical Action Consulting, and our Country Offices to identify opportunities.

• Coordinate the development of concepts and proposals and support the process of developing proactive offers.

• Lead the pitch process to new prospects to secure new business.

• Steward partnerships by ensuring the submission of high-quality reports and excellent communications.

• Contribute towards the organisation’s overall ambition to grow its restricted income from private sources.
SCOPE

Title: Senior Trusts and Foundations Officer  
Reports to: Partnerships Manager  
Direct reports: None  
Relationships: Group-level teams, Regional and Country Offices, key donors  
Budget scope: None  
Salary: £32,014-£35,529  
Location: Rugby, UK (flexible working)  
Duration: Permanent  
Travel: Up to 2 weeks per annum

ACCOUNTABILITIES

Identifying new prospects

1. Explore the donor landscape to identify appropriate trusts and foundations (UK and international), capable of making six and seven figure awards, to support the implementation of Practical Action’s Global Strategy.
2. Undertake detailed research to identify potential high value prospects and fully understand their funding preferences, criteria and fit with Practical Action.
3. Secure approvals where necessary under Practical Action’s Public and Private Engagements Policy

Developing proposals

4. Lead on the pitch process to new prospects.
5. Coordinate the development of concepts and proposals in close collaboration with colleagues at Group level and in Country Offices to further our Global Strategy and business plans.
6. Support the process of developing proactive offers for prospective donors

Managing relationships

7. Maintain successful relationships with trusts and foundations by managing the process to draft high quality reports and other communications.
8. Ensure the Raisers Edge database is used effectively, kept up to date and accurately maintained with donor information and correspondence.
PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

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<tr>
<th>Experience &amp; Knowledge</th>
<th>Essential</th>
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<tr>
<td>Good understanding of large trusts and foundations and the main trends influencing global philanthropy</td>
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<tr>
<td>Good understanding of fundraising techniques, with a proven track record of raising funds from trust and foundations at the six-figure level</td>
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<td>Sound appreciation of the main trends in international development</td>
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<td>Ability to work as part of a team and to develop relationships with people at all levels both internally and externally, to build consensus and gain their support</td>
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<td>Experience in confidently representing the organisation to potential and existing funders</td>
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<td>Demonstrable negotiating and influencing skills</td>
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<td>Ability to work well under pressure and to deadlines</td>
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<td>Excellent written and oral communication skills with the ability to write compelling proposals and reports</td>
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<td>A methodical and meticulous approach</td>
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<td>Enthusiastic and results driven</td>
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<td>Experience of using a fundraising database</td>
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