

Job title: Trusts and Major Donor Fundraiser	Responsible to: Director of Fundraising	
Location: Portsmouth, UK	Contract: Permanent	Hours of Work: 17.5 hours per week, Monday to Wednesday

About the Royal Navy & Royal Marines Charity

RNRMC is the Navy's principal charity which exists to support every sailor, marine and their families, for life. We do this by offering grants to and working with other organisations to deliver programmes that meet the needs of our beneficiaries. We work hard, engaging with supporters to help raise awareness and funds to deliver the outcomes required for today and tomorrow.

Role

The Trusts and Major Donor Fundraiser is responsible for income generation from Trusts, Foundations and Major Donors. The role is mainly office based. RNRMC has a hybrid working policy which offers 40% home-working opportunities.

Job Summary

The postholder will have relevant charity fundraising experience with exceptional writing skills to create compelling applications for funding that will help our charity deliver it's seven commissioned programmes. You will use good stewardship and planning to research and engage with Trusts and Foundations, growing sustainable income for the Royal Navy and Royal Marines Charity.

As part of this role, you will also oversee our Major Donor programme 'Nelsons Company', reviewing and updating its current processes, working with our key stakeholders, Trustees and CEO on cultivating new relationships. It is key the individual understands supporter acquisition and retention, supporter journey development, and emotional and behavioural motivations for giving.

Responsible to the Director of Fundraising and working closely with the Head of Commissioned Grants, the Trusts and Major Donor Fundraiser will deliver a pipeline of potential funding opportunities, presenting these at committee meetings.

The role holder must have at least 12 months experience of securing income from Trusts and Foundations, be a real team player, and be able to deliver projects on time. You will also possess good organisational skills, be reliable and proactive within the position.

Responsibilities and Duties:

The key responsibilities of the Trusts and Major Donor Fundraiser are:

Trusts and Foundations

- Identify and maximise opportunities to raise unrestricted and restricted funds from trusts, foundations and other funding bodies. In particular, the Armed Forces Covenant Trust and Military funders.
- Develop and maintain a clear understanding of the Grants & Commissioning team's funding priorities.
- Plan, prepare and write compelling applications to access grants of all sizes.

- Build effective relationships with trusts, foundations and other funding bodies, securing long-term funding and support for our beneficiaries.
- Manage a portfolio of existing and prospective trusts and foundations.
- Research and maintain an ongoing pipeline of prospects.
- Achieve income targets that support our seven commissioned programmes.
- Ensure grant monitoring and reporting is completed to standard, keeping accurate, relevant, and timely records.
- Create inspiring reports and updates for donors that bring to life the impact of their support.
- Meet regular deadlines and manage your own workload.
- Present at the CDFC Committee with progress, results, and income in a structured timely manner.

Major Donors

- Responsible for Nelsons Company, our Major Donor giving programme, maintaining existing long-term relationships and creating new ways to keep donors engaged.
- Research current donors to provide greater insight on interests giving etc to ensure a tailored approach and stewardship plan is in place.
- Responsible for developing Nelsons Company, working in collaboration with our charity Trustees, Director of Fundraising and CEO.
- Develop and maintain prospective research and grow the pipeline. Include a robust due diligence process for all Major Donor prospects to protect our reputation and brand.
- In collaboration with the communications team create a regular newsletter to our Nelsons Company donors.
- Provide support to the events team on all events which include Major Donors.
- Work closely with the Grants team to establish a portfolio of funding options and activities for prospect donors to fund.
- Oversee annual Gift Aid and donation reports to donors, co-ordinating the renewal process.
- Assist with updates to Trustees on progress for Major Donor Income.
- Assess and monitor progress using agreed Key Performance Indicators.

Financial management and reporting

- Develop a credible budget and income projections which can be justified.
- Effectively manage the Trusts and Major Donor fundraising budgets, forecasting as necessary.
- Review and report on progress to ensure activities are run within budgeted expenditure and maximise income.

General

- To play an active role within the Team, working effectively with colleagues to achieve objectives.
- To work closely with the Grants Department to facilitate a better understanding of the needs of our beneficiaries and the impact of our work, supporting increased income generation.
- To act in accordance with the Charity’s GDPR Policy to ensure data remains confidential and is used appropriately.
- Understanding of Charity Law and all other legislation relating to fundraising and income generation.
- To represent the organisation to appropriate donors, partners and networks to secure and/or maintain support.

Person Specification

	Essential	Desirable
Education		
Minimum of 5 GCSEs including Maths and English.	✓	

Experience		
At least 12 months experience of securing income from Trusts and Foundations.	✓	
Proven competence in electronic information management.	✓	
Understanding and empathy for the Royal Navy, Royal Marines and Charity Sector.		✓
Knowledge		
Computer literate; proficient in using Microsoft Outlook 365 suite of tools: TEAMS, Word, PowerPoint, Excel.	✓	
Experience in using Blackbaud Raisers Edge software and database applications.		✓
Knowledge of the Charity or military sector.		✓
Skills/ Aptitudes		
Enjoys working with people.	✓	
High level of written and spoken communication and interpersonal skills.	✓	
Able to respect the importance of confidentiality.	✓	
Patient, tactful, diplomatic and approachable.	✓	
Be able to deal with people in stressful or upsetting situations.	✓	
Able to streamline and improve operational processes, develop plans and policies.	✓	
Flexibility and adaptability to prioritise and juggle a range of different tasks and to meet deadlines.	✓	
Confident in gathering facts and statistics and making financial calculations.	✓	
Proven ability to take responsibility for tasks and use initiative.	✓	
Ability to work both on own and as part of a wider team.	✓	
Exceptional organisational skills.	✓	
Show dedication to completing tasks, with minimal supervision and direction.	✓	
Be able to work accurately with good attention to detail.	✓	
Possess appropriate right to work in the UK. This role requires a DBS and basic security checks.	✓	