Title: Senior Officer, Trusts & Foundations

Directorate: Fundraising & Communications

Team: Relationships & Partnerships (Trusts and Foundations)

Reports to: Trusts & Foundations Lead

Location: London (2 core days in the office per week normally Tues & Thurs)

Salary: £40,000 per annum

Role purpose

This role will support the Trusts and Foundations team to deliver Orbis UK’s strategy to secure income from trust and foundations. They will be directly responsible for securing income from small and medium trusts and foundations while also supporting existing donor stewardship and reporting. They will personally manage several five-six figure opportunities and take responsibility for securing income from them.

About Orbis UK

Orbis UK is an affiliate of Orbis International, an eye care charity that transforms lives through the prevention and treatment of avoidable blindness and visual impairment.

With our network of partners we mentor, train and inspire local teams in Africa, Asia and Latin America to fight blindness in their communities. We work alongside eye and healthcare teams in communities to provide training and guidance to leave a long-term eye care legacy that will restore vision for generations to come.

A staggering 90% of all vision loss is treatable or preventable. That equates to 1 billion people on this planet, living with vision loss from avoidable causes. 90% of these people live in low- and middle-income countries, and 55% are women and girls.

We believe that no one should live a life of unnecessary blindness, simply because of where they were born.

Orbis UK (Orbis Charitable Trust) is a registered charity in the UK and raises income from funders across Europe and the Middle East, towards our global commitment to eliminate avoidable blindness. In 2022, the UK team raised over £6.2 million pounds towards Orbis’ fight to save sight. These funds supported 24 projects across 12 countries. With these funds we enabled 36,733 training sessions for doctors, nurses, community health workers and others and the delivery of over 10.8 million medical and optical treatments, surgeries and antibiotics.

Our ambition is to grow our income to £10 million per year within the next five years.

In addition to our long-term country programmes, Orbis operates the Flying Eye Hospital, a state-of-the-art ophthalmic teaching hospital on board a customised aircraft and Cybersight, our online telehealth platform with over 82,000 users and home to our artificial intelligence tool.

You can find out more about Orbis UK, our work and impact here.
Job Description: T&F Senior Officer

Fundraising & Communications Directorate

This Fundraising & Communications (F&C) directorate consists of three divisions:

- Relationships & Partnerships
- Public Giving & Communications
- Data & Insight

Our purpose is to generate the funds needed to deliver the Orbis Vision and Mission.

Relationships & Partnerships

The Trusts & Foundations team is led by the Trusts & Foundations Lead and sits within the Relationship & Partnerships division who are responsible for delivering income from trusts & foundations, corporate partnerships, major donors as well as high value and community donors too. The division is led by the Deputy Director of Relationships & Partnerships.

Our focus is to increase ROI and deliver growth through the acquisition of new high-value, five-seven year, multi-year gifts from donors and partners.

Our target for 2023 is to deliver £17m gross income.

The Trusts and Foundations team will be responsible for delivering at least £800k of this from new and existing Trusts & Foundations of which, £550k is expected from new applications.

Relationships & Partnerships team structure

[Diagram showing the structure with roles including Deputy Director, Trusts & Foundations Lead, Major Donor Lead, Business Development Lead, Senior Officer, and Corporate Partnerships Officer]
Job Description: T&F Senior Officer

Main responsibilities

The list below is not exhaustive of all the functions of the Senior Officer, Trust & Foundations but it describes much of the role.

• You will support the Trust & Foundations Lead to build a sustainable income stream from new and existing trusts and foundations to deliver £1million plus p.a. from 2024.

• You will manage a diverse portfolio of trusts, foundations, seeking new funding opportunities and nurturing existing relationships, personally leading the development and delivery of several small to medium bids (up to £100k) to meet KPIs, milestones and targets as agreed with the Trusts & Foundations Lead.

• Be accountable for the development the Trust & Foundations pipeline, through prospect research and building new connections. Ensure prospects are evaluated against a set of agreed criteria that assess their propensity to give to Orbis.

• Adopt the systematic processes set up by the Trusts & Foundations team for identifying researching, evaluating and monitoring prospects to ensure continual additions to build a sustainable pipeline of T&F prospects.

• Steward prospects to ensure that they are progressing through development stages from identification, evaluation, proposal and right through to securing income using our CRM system to record and monitor progress and key donor interaction.

• Seek to increase the annual and lifetime value of your donor portfolio through excellent relationship management and stewardship with the goal of securing multi-year renewals.

• Keep up to date with Orbis’s range of programmes so that you are able to identify fundraising opportunities and talk to prospects knowledgeably about our work.

• Work with the Programme Funding team to ensure that donor funded programmes are being monitored and evaluated in line with any contractual agreements.

• Prepare reports for funders as required, ensuring any information is accurate, informative, engaging and signed-off by key stakeholders within Orbis.

• Monitor and prepare internal reports on income, forecasts and pipeline growth to demonstrate progress against KPIs.

• Ensure appropriate stakeholders at Orbis are kept informed of significant new opportunities and meet with funders and prospects to steward the donor relationship.

Other responsibilities:

• Keep up-to-date on market, prospect, competitor and funder trends.

• Develop your knowledge of Orbis International and other affiliates, how our programmes are improving eye health and other eye care charities working in similar regions to Orbis.

• Comply with all relevant Orbis policies and procedures, including our Ethical Fundraising policy and procedure, privacy policy and other relevant data protection policies.

• Ensure that fundraising activities, systems and behaviours are compliant with regulatory and sectoral Codes of Practice.
Job Description: T&F Senior Officer

- As a small organisation staff are expected to work as a close team, to be flexible in their approach and to provide support for other areas as necessary.
- Occasional travel abroad may be necessary.

Person Specification

Essential experience:

- Experience securing at least five-figure, multi-year funding from trusts and foundations.
- Excellent written and oral storytelling skills with the ability to write compelling and persuasive funding applications, reports and engagement materials with the confidence to proactively engage donors over the phone, in meetings, and to deliver presentations.
- Experience of building and managing a pipeline of trust & foundation opportunities, undertaking high-quality research to identify potential trusts and foundation prospects.
- Proven ability to develop relationships with funders and internal stakeholders, fostering collaboration and support.
- Strong analytical and financial skills, attention to detail and the ability to critically review data, budgets and information.
- Experience of working to targets and KPIs as well as preparing budgets and forecasts.
- Excellent organisational and project management skills, good attention to detail, ability to prioritise tasks and adhere to deadlines.
- Excellent computer skills, including familiarity with Word, Excel, PowerPoint and ideally Raiser’s Edge (or other similar CRM system).
- An up-to-date knowledge of the fundraising key trends and developments, fundraising compliance and general charity law.

Desirable experience:

- Experience of working for an international development and/or health charity.

Personal attributes:

- You feel a connection to Orbis’ mission and you embrace our organisation’s values demonstrating behaviours that display these in your day-to-day work.
- You are authentic with a positive personal attitude and a pro-active, flexible approach
- You enjoy building relationships with a diverse range of stakeholders and colleagues and are always professional in your interactions.
- You are ambitious, resilient and focused on the outcome of achieving targets
- Excellent interpersonal skills and a good team player.
- Strong sense of curiosity, supported by excellent questioning skills and critical thinking.
- Ability to set own work agenda, meet deadlines and work with autonomy.
In return we can offer you

- 25 days holiday
- Life Assurance
- Employee Assistance Programme
- E-learning Courses
- Flexi-time

Plus, following successful completing of your probation:

- Matched employer pension contribution up to a maximum of 10% of basic salary
- Interest free season ticket loan
- Cycle to work scheme

Our Values

At Orbis we look to attract inspiring and motivated people to help fight blindness in communities around the world. Experience is vital to any application but over and above this we are looking for individuals who share our values.

Our values of Trust, Caring, Commitment, Accountability and Excellence are the thread that connect our global team across geographies, languages, job functions and time zones. The Orbis values reflect the way we - as an organisation and as individuals - approach problems and communicate with each other.

<table>
<thead>
<tr>
<th>Our Vision</th>
<th>Our Mission</th>
</tr>
</thead>
<tbody>
<tr>
<td>To transform lives through the prevention and treatment of blindness</td>
<td>With our network of partners, we mentor, train and inspire local teams so they can save sight in their communities</td>
</tr>
</tbody>
</table>

Equal opportunities

Orbis UK is an equal opportunities employer and welcomes applications from any suitably qualified persons. We will ensure that no job applicant receives less favourable treatment either directly or indirectly, on the grounds of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex and sexual orientation.

Orbis UK acknowledges and recognises the disadvantages and barriers people from underrepresented and socially diverse groups face in the workforce. Orbis UK is committed to addressing this issue and we strongly encourage those from underrepresented and socially diverse groups (Black and Ethnic minorities, LGBTQ+ and candidates with disabilities) to apply.

Safeguarding

Orbis UK is committed to safeguarding and promoting the welfare of children and vulnerable adults and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and criminal records checks. All applicants will need to provide proof of their legal right to live and work in the UK.