Title: Trusts & Foundations Officer

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: £35,000 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 support the Trust and Foundations team with managing the prospect pipeline from identification to researching and qualifying opportunities that are suitable for application. They will also support donor reporting, bid project management and small trust applications.

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.
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 £1.7m 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
Main responsibilities

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

- You will primarily be responsible for supporting the Trust & Foundations team with prospect research, pipeline management, gift administration and events. You will also manage in-bound enquiries via the Trusts & Foundations in-box.
- You will responsible for managing the Trusts & Foundations pipeline. Coordinating efforts to identify and evaluate potential funders against a set of agreed criteria that assess their propensity to give to Orbis. You will also undertake due diligence on trusts and foundations ahead of any applications.
- You will ensure that all secured grants are well-managed and effectively reported on, providing a level of stewardship that reflects the size of the grant and future opportunities. This includes thanking and processing of donations.
- You will also help to create a small trusts programme, identifying and applying to Trusts and Foundations with the propensity to give up to £5k.
- You will develop generic, concise proposals that can be used without a high level of bespoke tailoring but that still leave a lasting impression alongside standard reporting that can be used across a range of donors.
- You will support the Trusts & Foundations team with bid-management across large proposals that require coordinating information and contributions from multiple sources.
- You will also manage and monitor the donor reporting schedule ensuring that reports are delivered on time, allowing sufficient time for preparing meaningful impact reports. You will also support the drafting of reports, gathering information and ensuring it is accurate, informative, engaging and signed-off by key stakeholders.
- You will ensure that prospect development is recorded and monitored. This includes ensuring all development stages from identification, evaluation, proposal development through to securing income and meaningful donor interactions are recorded accurately on our CRM system.
- 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.
- 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.
• 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:

• You don’t need to have a track record of securing gifts through trust and foundations fundraising, though that will be helpful, but will be able to demonstrate your resourcefulness in conducting research and your excellent organisation skills.
• This is a great opportunity for someone who wants to develop a career as a fundraiser. Support and mentorship will be provided to develop your fundraising skills.
• You may not have worked in a charity but you will be able to demonstrate some experience of working or volunteering in the charity or social sector.
• You will have strong written and storytelling skills with the ability to write compelling and persuasive funding applications, donor reports and engagement materials.
• You will be a natural communicator with the ability to develop relationships with funders and internal stakeholders, fostering collaboration and support.
• Accuracy and strong attention to detail and the ability to review and organise information that makes it easier for the user to understand and use.
• You will be used multitasking while adhering to deadlines and keeping key stakeholders informed of progress.
• Excellent computer skills, including familiarity with Word, Excel, PowerPoint and ideally Raiser’s Edge (or other similar CRM system).

Desirable experience:

• Experience of working for a charity or social sector organisation within a Trusts & Foundations fundraising team.
• An up-to-date knowledge of the fundraising key trends and developments, fundraising compliance and general charity law.

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 a good team player.
• You have a strong sense of curiosity, supported by excellent questioning skills.
Job Description: T&F Officer

- Ability to work with clear direction and report to key stakeholders / your manager.

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.

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<tr>
<th>Our Vision</th>
<th>Our Mission</th>
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<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>
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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.