



Book Aid
International

Trusts and Foundations Manager job description

Book Aid International is the UK's leading book donation and library development charity. We work in over 25 countries, bringing the gift of reading to millions of people who would otherwise have no access to books.

In 2018 we sent over 1.2 million books to over 100 organisations around the world, and raised over £2 million to fund our work, entirely in voluntary income.

We are supported by thousands of individuals and by many organisations in the UK who share our conviction that **books change lives**.

The Fundraising team

The six person Fundraising Team, led by the Head of Development, is responsible for raising all Book Aid International's income, currently at c £2m p.a.

The role

The Trusts and Foundations Manager is responsible for all the trust fundraising in the organisation, which at present generates approx. £250-300k p.a.

They will work closely with the Programmes Team, researching and reporting on funding opportunities from current and new funders and identifying suitable funders for the various elements of the project programme. They will source unrestricted funding from trusts and foundations for the book provision programme, working closely with the Senior Management Team. They will also manage the relationships with all trust funders, coordinating and writing all applications for funding and reporting on all grant expenditure and project delivery funded by trusts and foundations.

The post holder will:

- Help develop and implement Book Aid International's strategy for fundraising from major trusts and foundations
- Coordinate and write high-quality, innovative and persuasive project funding proposals and reports in accordance with deadlines and application criteria as specified by funders

- Generate income from trusts and foundations new to Book Aid International, and maintain warm relationships with current trust funders
- Manage the allocation of restricted funding from trusts and foundations in Book Aid International's financial systems
- Network across all available channels to research and identify new opportunities for funding from trusts and foundations
- Contribute to the overall aims of the Fundraising Team, supporting other team members in elements of their work.

Personal specification

Skills/ knowledge

Essential

- A minimum of two years' experience of fundraising from trusts and foundations
- Demonstrable success of securing five figure grants
- Experience of creative proposal writing combined with the ability to demonstrate clear outcomes and impact
- Excellent written and verbal communication skills with excellent copy writing and proof-reading ability
- Proven analytical skills and the ability to think strategically in relation to fundraising and the Trusts and Foundations universe
- Experience of preparing, controlling and presenting budgets and working knowledge of charitable financial accounts
- Ability to represent Book Aid International externally
- Sound understanding of international development issues
- Good computer skills including Word, Excel, and databases (Raiser's Edge in particular)
- Ability to manage own workload and work to tight deadlines
- Ability to work effectively with others and in a team

Desirable

- Knowledge or experience of project development tools such as log-frames, and project cycle management
- Knowledge, understanding and interest in social, political and economic issues relating to development and Book Aid International's programmes and partners, in particular those affecting education, information provision and literacy

Attitude

- Ambition to grow Book Aid International's income from trusts and foundations
- Ability to think creatively
- Excellent attention to detail
- Strong organisational skills
- Excellent team player