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**Job Description**

**Job Title: Trusts and Major Donor Manager**

**Location:** 175 Tower Bridge Road, London SE1 2AG

**Hours:** Full time, 35 hours per week. Flexible hours and location available.

**Responsible to: UK Country Director**

**Line Management:** Nil staff

**Key Relationships:  
Internal:**

* UK Country Director and team members
* Chief Executive Officer (CEO) of MWBI
* International Fundraising and Communications Director
* National Board members
* Affiliate Country Managers
* Field Country Managers
* Field Program Managers
* Trust and foundations fundraisers across the MWBI network

**External:**

* Senior Grant Officers and Trustees in charitable foundations and statutory organisations.
* Existing major donors as well as identified wealthy and influential potential supporters.
* Networking with other charities and fundraisers. Representatives of field countries in the UK (cultural institutes, embassies, chamber of commerce etc)

**Context**

Mission Without Borders (MWB) is an international Christian charity working with over 30,000 children and families in eastern Europe every year. We operate in eighteen countries across the world with fundraising offices in twelve and field offices in the other six locations where our work is carried out - Albania, Bosnia-Herzegovina, Bulgaria, Moldova, Romania, and the Ukraine.

MWB seek to bring practical and spiritual support, enabling and encouraging people to lift themselves out of poverty, and always sharing the hope that is found in Jesus Christ.

MWB UK has developed an ambitious 5 Year Plan which has seen a rapid development of income and donors over the last 3 years. We want to continue the momentum in 2023/24 with new initiatives which will raise awareness and funds for the work we undertake in eastern Europe. Achieving a step change in our work with children and families living in poverty over the next three years is our vision. Trustees of MWB are committed to the investment in the UK Country Office. Our aspiration is to create a dynamic, collaborative and integrated fundraising team reporting into the UK Country Director.

**Job Purpose**

Working within the MWB UK Country Team this position is aimed at increasing levels of engagement, interest and financial support from charitable foundations and existing major donors as well as securing support from new potential major donors.

**Core Responsibilities:**

**1. Overall**

* 1. To identify and raise funds from charitable trusts and statutory sources which will secure the future of both existing operational programs and future projects as identified by the MWB Strategic Business plan.
  2. To develop strong relationships with existing trusts and foundations and grow a pipeline of new funders that will help deliver both single and multi-year grants.
  3. To articulate clearly, confidently and persuasively MWB’s vison and work to funders, referrers and influencers.
  4. To develop, write and present tailored proposals to identified major donors, matching them with key programs and/or Self Sufficiency/ Marketplace Projects on our database.
  5. To identify potential major donors from the existing portfolio of donors but also new leads, managing the relationship with these individuals and developing their involvement and interest.

**2. Key Responsibilities**

2.1 To develop and implement MWB’s Trust and Foundations strategy which will include prospect research, developing written cases for support for identified projects, matching them with relevant trust prospects and building and maintaining strong relationships with charitable foundations.

2.2 To identify, research and apply for funding to new prospective funders with the aim of achieving new income and developing and maintaining new fundraising relationships through good quality communications.

2.3 To implement a rolling programme of high quality and timely applications to large, medium and small charitable foundations ensuring the annual fundraising targets are met.

2.4 To liaise with the National Field Manager and Country Managers in identifying funding programs and specific equipment which require funding. To work with the Field Offices and ensure proposals are accurate, costed and planned.

2.5 To develop and write compelling and concise business cases for support of MWB programs.

2.6 To manage the portfolio of existing trusts and major donor relationships, where possible developing personal and connected relationships, establishing credibility and good rapport.

2.7 Identify any gaps in current program planning/governance processes as regards bids to trusts and statutory funders and encourage change within the organisation.

2.8 Organise events aimed at developing the income and awareness of the charity.

**3. Administration**

3.1 Ensure donations are received, processed and reported in a timely manner. Verify accuracy of this data for reporting results and provide a monthly report to the UK Country Director on activity and engagement results.

3.2 Ensure that records of meetings, applications and notes from conversations and correspondence are updated on MWB’s “Progress” database, in a timely efficient manner.

3.3 Ensure market knowledge is regularly reviewed and inputted into the strategic planning process.

3.4 Monitor income against target, and agreed KPI’s, providing updates and regular revised projections as required to the UK Country Director.

3.5 Maintain and be responsible for close liaison with all members of the Fundraising team to ensure the

team have full understanding and knowledge of connections and relationships of individuals, trusts

and companies.

3.6 Ensure weekly communication with the UK Country Director and team and attend a fortnightly

supervision meeting with the UK Country Director to discuss progress, current workflow and

priorities.

**4. Other**

4.1 Recommend any new ideas or other opportunities that should be considered to support MWB’s fundraising.

4.2 Attend relevant networking events, conferences and other marketing partnership programmes as well as a weekly staff time of collective prayer and worship.

4.3 Keep up to date on developments and trends in fundraising and voluntary sectors.  
4.4 Keep up to date and comply with fundraising, data protection and other relevant legislation and

codes of practice and good standards.

4.5 Undertake any other tasks as reasonably required.

**5. General**

5.1 Undertake other tasks and duties as may be reasonable which will contribute to the overall success of the **MWB UK** team.

5.2 This job description is not exhaustive, and amendments and additions may be required in line with future changes in strategy and responsibility. It will be reviewed annually.

18/08/2023