

Job Description

Trusts and Foundations Officer

BookTrust

BookTrust is the UK's largest children's reading charity. We get millions of children reading, especially those from low-income families or vulnerable backgrounds.

Children who choose to read and who read regularly are happier and healthier. They form stronger bonds and relationships. They do better at school and are more creative. They enjoy more success in life.

This is why we work with families, supporting them to start sharing stories and books together from the earliest possible age.

Our carefully selected books and well-researched programmes are delivered by thousands of local partners, bringing the magic of reading to children in every community in England, Wales and Northern Ireland.

This is an exciting time to be joining BookTrust. New programmes based on a strategic shift to working more intensively with families on low incomes in the early years are delivering results, we have a pipeline of research which is becoming publication-ready, and our cutting-edge design and innovation work is developing a new range of products to test with delivery partners and families.

Job purpose

As part of our new strategy, we aim to grow our income significantly over the next five years. Our current income is circa £12m per year. We have strong and realistic foundations for this aim and a secure base of income from long-term committed funders including Arts Council England, Mohn Westlake Foundation, Waterstones, the Welsh and Northern Ireland governments. These funders enable us to reach children through our flagship programmes, but with a huge amount of new work in development, securing new income from trusts and foundations is a high priority for us.

This is an exciting new role at BookTrust that will challenge and provide excellent career development opportunities for the successful candidate. This role is integral in supporting BookTrust to develop its presence in the trust and foundations world. You will contribute to the creation and support the management of a high-quality pipeline of new trust and foundation opportunities and inspire them with the potential of BookTrust's impactful projects that includes our new early years programme that is supporting the future life chances of 400,000 pre-school children every year.

Alongside this exciting development work there is the essential process of stewarding our growing portfolio of warm trust supporters, engaging with them to provide inspirational impact reporting to secure continued funding. Our new colleague will gain exciting CV enhancing experience through working cross-organisationally to support the reporting of BookTrust's multi-million-pound Arts Council England grant.

Meet the High Value Giving Team

The Trusts and Foundations Officer post sits in BookTrust's new High Value Giving Team, which is headed up by High Value Giving Lead, Jonathan Tingle who has many years of experience in developing successful fundraising teams and securing transformational social impact funding. Working with Jonathan is Trusts and Foundation's Manager, James Smith who joined BookTrust in 2023 from the Wallace Collection and brings important arts and culture sector experience and is now doing great work in developing BookTrust's relationships with a variety of trust funders. Harriet Colley has recently joined the team in 2024 as Corporate Partnerships Lead and is experienced in partnership development having previously led on successful relationships with household name partners.

Jonathan, Harriet and James are committed to sharing their skills and experience to support the success and career development of their new Trusts and Foundations Officer colleague. BookTrust is a growing organisation and is committed to income generation to ensure the long-term success of our [The Next Chapter](#) strategy. As we work with more funders, we expect to see further opportunities to grow the High Value Income Team and for current members to increase their contribution to BookTrust and build their personal skills and experience.

About the postholder

We believe there is considerable potential for this role to significantly increase the number of trusts BookTrust partners with and offers a fantastic opportunity to work across the organisation and develop skills and experience. We want to hear from ambitious fundraisers who want to make their mark and create a lasting difference to the lives of children and families.

Our ideal candidate will be confident and outgoing with experience of personally developing multiple four and five figure funding relationships from trusts and foundation. We are seeking someone with great communication skills who can write with flair to develop compelling applications and reports and speak passionately and articulately about BookTrust's work to the staff and trustees of trusts and foundations.

You will be efficient and be able to manage competing deadlines. You will have a strong eye for detail and have good time management skills. You will be able to work independently and as part of a team with common goals.

You will be collaborative by nature as success in this role will require working well with colleagues and teams from across BookTrust who can support the success of our trust fundraising and engage our partners with our large-scale programmes.

The post holder will have natural 'Fundraiser Detective Instincts' to spot funding opportunities and go above and beyond with stewardship. You must be comfortable working with BookTrust colleagues to gather organisational and project information to inform bids and reports.

This post holder will report to: High Value Giving Lead

Location: This post is based from BookTrust's London office in Battersea. BookTrust is a hybrid working organisation with the expectation of at least 8 in person meeting days each month. There's an additional requirement for occasional UK travel to engage with our supporters, users, partners and beneficiaries across the country and to connect with colleagues in our other hub locations.

Contract: Full-time, Permanent

Key responsibilities

1. New Business Development

- A) Proactively identify, research, and cultivate relationships with prospective trust supporters with the potential to make gifts to BookTrust.
- B) Create and deliver inspiring applications to prospective supporters.
- C) Ensure new trusts and foundations have an appropriate thanking and communication plan in place in line with their level of support and future potential.
- D) Keep abreast of sector developments, research and trends.

2. Account management

- A) Manage a portfolio of trust supporters, providing outstanding stewardship, and ensuring relationships deliver against agreed objectives to enhance the long-term relationship.
- B) Work cross-organisationally to support the delivery of BookTrust's quarterly reporting to Arts Council England.
- C) Prepare and deliver engaging bids and reports to share impact and inspire future support.
- D) Build good working relations with key staff and Trustees of established trust supporters.
- E) Thank supporters promptly and ensure that progress reports and updates are received by supporters as and when required.

3. Working collaboratively

- A) Work closely with the High Value Giving Lead and Trusts and Foundations Manager and cross-organisationally to develop innovative and persuasive proposals and reports.
- B) Become an expert in BookTrust's current activities and future plans.
- C) Regularly communicate (virtually/phone/email and in person) with supporters and prospects to provide first class donor care and communicate key BookTrust news and updates.

4. Administration

- A) Monitor and maintain systems and processes, including Dynamics CRM, financial accounting and trusts and foundations pipeline.
- B) Maintain accurate financial records.
- C) Support the BookTrust Fundraising Team as required to implement BookTrust's Fundraising Strategy and support with the development and implementation of systems and procedures.

5. Carry out all duties in line with BookTrust policies and procedures and be prepared to undertake additional reasonable duties as required.

PERSON SPECIFICATION

CRITERIA	E or D
Experience	
<ul style="list-style-type: none"> a. Proven experience of securing four and five figure donations from trusts and foundations. b. Experience of producing high quality, imaginative and compelling bids and reports c. Experience in prospecting for new trust and foundation opportunities d. Experience of providing excellent relationship management and stewardship with supporters e. Experience of working in a children's and/or education charity 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>
Skills and Attributes	
<ul style="list-style-type: none"> a. A high standard of written and spoken English b. A high standard of accuracy and attention to detail c. Ability to project manage a series of on-going activities, handling several tasks simultaneously. d. Proven ability to develop good working relationships with colleagues at all levels. e. Ability to use Microsoft Office including Word, Excel, PowerPoint and Outlook f. Ability to assimilate strategic plans into proposals that match to funders priorities 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>

E = essential criteria

D = desirable criteria

Terms and Conditions

- Salary: £30,000 to £35,000 depending on experience
- 28 days holiday, plus public holidays
- Pension scheme – 7% employer contribution
- 3 x salary life assurance
- Employee Assistance Programme
- Season Ticket Loan Scheme
- Flexible working scheme

Want to join us? Find out more about who we are at: <https://www.booktrust.org.uk/about-us/work-at-booktrust/>

To apply, you must submit your CV and attach a covering letter of no more than two pages outlining your suitability in relation to the person specification.

Our Commitment to Diversity and Inclusivity

We aim to provide an inclusive recruitment process and actively welcome applications from diverse talent pools: minority ethnic candidates, candidates with disabilities and long-term conditions and candidates from underrepresented communities.

We are committed to equality of opportunity and want to ensure we have an accessible application process for all candidates. If you need any reasonable adjustments or would like us to do anything differently during the application process, please contact our HR team on HR@booktrust.org.uk or 020 7801 8855/8856 to discuss your requirements further.

BookTrust is committed to safeguarding and promoting the welfare of children. The recruitment and selection process reflect our commitment to safeguarding therefore, the suitability of all prospective employees will be assessed during the recruitment process in line with this commitment, and pre-employment checks.