



Job Title:	Trust and Foundation Fundraiser
Contract type:	Fixed Term for 1 year maternity cover
Hours:	3 days per week (21 Hours) We can offer flexibility on how these are worked.
Salary:	£31,146 (pro rata)
Location:	JUSTICE, 59 Carter Lane, London, with on-going flexibility

JUSTICE is seeking a Trust and Foundation Fundraiser to provide support to our Development Team whilst our Director of Development is on maternity leave. This provides an exciting opportunity for an experienced fundraiser to join the JUSTICE team and assist us in achieving our objectives as set out in our [2021-24 strategy](#). As the Trust and Foundation Fundraiser you will play a pivotal role in developing and sustaining fundraising relationships, maintaining an up-to-date pipeline, drafting timely applications and reports, and working with the Interim Director of Development and Development Administrator to grow income from trusts and foundations.

You will be a strong team player, self-motivated with an ability to manage your own workload. With excellent written communication skills, you will be committed to JUSTICE's aims. You will have the opportunity to be an integral part of a unique charity that strives for a fair, accessible, and equal justice system and values a healthy and nurturing working environment.

The successful candidate will be appointed to a part-time post, for three days per week on a fixed term, one-year basis. The contract will start in September. The charity operates out of our London Office, but we value and encourage flexible working practices with most staff working remotely for 50% of the working week. As well as flexible working our staff enjoy 27 days annual leave pro rata (plus the



week between Christmas and the New Year), 8% employer pension contribution, access to an Employee Assistance Programme and a meditation package.

The post holder will be line managed by the Interim Director of Development and will be supported by the Development Administrator.

To apply, please send the completed application form with a covering letter to jobs@justice.org.uk. CVs alone will not be considered.

The deadline for applications is 8am on Wednesday 14th July 2021. Interviews will be held on 28th and 29th July. Candidates will be required to complete a test as part of the interview process.

JUSTICE is an equal opportunities employer.

Please note that we will not respond to any enquiries from recruitment agencies.



Trust and Foundation Fundraiser

Job Description

About us

JUSTICE is an all-party law reform and human rights organisation working to strengthen the justice system in the United Kingdom. Our vision is of fair, accessible and efficient legal processes, in which the individual's rights are protected, and which reflect the country's international reputation for upholding and promoting the rule of law. We are a membership organisation, largely comprised of legal professionals.

What we do

- We carry out research and analysis to generate, develop and evaluate ideas for law reform. In doing so, we draw on evidence, experience and expertise from the United Kingdom and across the world.
- We intervene in superior domestic and international courts, sharing our research, analysis and arguments with courts to support their work and promote strong and effective legal judgments.
- We promote a better understanding of the fair administration of justice among decision-makers and public servants.
- We bring people together to discuss critical issues about the justice system, and to provide a thoughtful legal framework to policy debates

The role

This is a fixed term one year contract providing support to the Development Team whilst the Director of Development is on maternity leave.



The Trust and Foundation Fundraiser's role is to maximize income and support for JUSTICE through the management of relationships with trusts and foundations donors. The post holder will support the Interim Director of Development on trusts and foundations and corporate foundation fundraising by identifying, cultivating, and securing trust and foundation support to enable JUSTICE to meet its objectives as outlined in the [2021-24 strategy](#).

The Trust and Foundation Fundraiser will be supported by the Development Administrator, who will assist with prospect research and funding applications.

Main duties and responsibilities

- Develop exciting and persuasive proposals to encourage new donor relationships and broaden support from existing donors, in line with operational objectives.
- Identify and research new philanthropic trust and foundations, and corporate foundation funding streams to support JUSTICE's programmes, projects and core costs.
- Build a robust pipeline of potential funding opportunities, with support from the Development Administrator.
- Responsible for donor relationship management, coordinating funder reporting and providing support and information for trusts and foundations, this would include ensuring that reports are faithful to donor guidelines and interests as well as organisational performance, donor update meetings and responding to any queries by telephone and email.
- Develop excellent relationships internally with colleagues to understand the work of JUSTICE, budgets, resource requirements and areas of activity to enable strategic applications for funding, and to ensure that policy staff understand the requirements of trusts and foundations and institutional donors grants that are secured.



- Work with the Interim Director of Development to set income targets for trusts and foundations and corporate foundation donors, maintain and update budgets and forecasts.
- Maintain accurate records of new and current funding applications, bids and contracts.
- Working with the Development Administrator to ensure timely and accurate data entry, and maintenance of the fundraising database.
- Support the Interim Director of Development and the Development Team more generally by attending fundraising events when applicable.
- Keep up to date on best practice developments within the charity sector, including fundraising regulations and codes of practice.
- To participate in the wider work of the Development Team, to share ideas and develop strategic alliances.
- Follow appropriate processes, procedures and policies to ensure the smooth functioning of the fundraising operation.
- Any other duties as appropriate.

Person specification

Essential criteria

- Experience of: identifying suitable prospects; initiating and building relationships with new and existing trusts and foundations; developing a funding pipeline; meeting income generation targets and managing ongoing funder relationships.
- Substantial experience of developing compelling proposals, gathering information for project updates and creating timely, well-written reports for funders, with a sound knowledge of fundraising techniques and processes.



- Demonstrated experience of creating and monitoring application budgets and financial reports to donors.
- Excellent written skills with a keen eye for detail.
- Strong interpersonal and networking skills and the ability to build good relationships both within JUSTICE and with external funders and partners, representing the organisation's vision, strategy and activity.
- Ability to communicate clearly and persuasively, in writing, over the phone, and face to face and an ability to explain technical information to non-specialists.
- Demonstrated ability to work autonomously and as part of a small team, with a flexible, positive, and collaborative approach.
- Good time management and organisational skills, ability to manage competing priorities and multiple tasks to ensure deadlines are met.
- Sound IT skills, proficiency in Microsoft O365 and experience of using databases to manage donor relationships and support fundraising.
- A good understanding of relevant charity law, fundraising regulations and best practice.
- An understanding of and passion for JUSTICE's mission, and a commitment to working in the charity sector. Experience of fundraising within a policy or academic setting would be beneficial.

Desired criteria

- Knowledge of Raiser's Edge or NXT.
- Experience of fundraising or working in the legal or human rights sector.
- Experience of working with governance committees.