Recruitment Pack

Trusts & Major Gifts Officer
Dear Candidate,

Thank you for your interest in the role of Trusts & Major Gifts Officer.

Anti-Slavery International is the world’s oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance and we are determined to work with others to make sure people can be free from slavery across the world.

We are recruiting this post to aid the development of Anti-Slavery International’s trust and major gift fundraising activity. You will join a growing and supportive team generating funds for the eradication of all forms of slavery throughout the world. Reporting to the Strategic Partnerships Manager, you will have the opportunity to contribute to projects related to fundraising from trusts, individual high-value donors, and philanthropists, along with other activities such as special events. You will join a collegiate team helping to shape an ambitious fundraising programme, at an organisation going through an exciting period of growth.

The deadline for applications is 14 January 2024. Interviews will likely be held on 23 and 24 January.

If you think this role fits with your expertise and ambition, we would love to hear from you.

Best wishes

Katherine Hart
Strategic Partnerships Manager
Job Description

Trusts & Major Gifts Officer

GRADE
B

SALARY
£33,978 to £36,059

CONTRACT TYPE
Permanent

HOURS
This role is offered as a full-time position at 35 hours per week

LOCATION
Based in Brixon, London, with hybrid-working arrangements available.

DATE
December 2023

ANTI-SLAVERY INTERNATIONAL

Anti-Slavery International is the world’s oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance and we are determined to work with others to make sure people can be free from slavery across the world. Our strategy commits us to working on four focus themes to drive systemic change and help end slavery for everyone everywhere:

• Child Slavery
• Responsible business
• Trafficking
• Climate Change and Slavery

You can read more about us and how we work in the ‘About Us’ document on our recruiting webpage.
MAIN TASKS

Role purpose

• Manage a small trusts programme, delivering unrestricted income against target.
• Identify prospects and work with programme and finance teams to prepare restricted grant applications.
• Manage and grow a portfolio of individual major donors, delivering income against target.
• Retain trust, foundation, and individual donors by implementing effective donor management, prompt thanking and excellent stewardship.
• Work with the Individual Giving team to develop and manage a system for identifying potential mid value or major donors from Anti-Slavery International’s existing membership, supporters, and contacts.
• Support the Strategic Partnerships Manager with major funding applications and meeting plans when required.
• Conduct prospect research using appropriate and varied research tools to identify and cultivate new prospects for trusts, foundations, and major giving pipeline.
• Maintain accurate, GDPR compliant records of relationships on Raiser’s Edge.
• Manage Anti-Slavery International special events, including occasional duties outside of office hours.

PERSON SPECIFICATION

Essential

• Experience in a fundraising role and track record of success in securing income by building relationships with donors.
• Proactive self-starter interested in learning new ways of working and putting them into place quickly, ability to work independently, managing deadlines and reporting as needed.
• Excellent written communication skills with an ability to write compelling stories and proposals that inspire people and grant-making trusts to support Anti-Slavery International.
• Strong computer proficiency.
• Accuracy and attention to detail.
• Demonstrable experience with fundraising databases (Raisers Edge) and understanding of fundraising data needs.
• A genuine desire to speak with supporters and potential supporters about Anti-Slavery International’s life changing work.

Desirable

• Experience of working in a major gifts / philanthropy or trusts role.
• Demonstrable experience of project management.
• Ability to grasp and communicate complex ideas communicate quickly in simpler terms.
• Demonstrate an understanding of High Value fundraising programmes.
• Passion for human rights, cultural sensitivity, and ability to work in an international organisation with a global network of partners.

Summary Terms and Conditions

• The position is based in Anti-Slavery International’s office in Brixton, London, with hybrid-working arrangements in line with our policy.
• Annual leave entitlement is 30 days (on a pro rota basis).
• There may be a requirement for some out-of-hours work, for which time in lieu is given.
• We pay 6% into our recognised contribution pension with TPT Retirement Solutions, with a mandatory employee contribution of 2%.
• The role is subject to a probationary period of 6 months.
• We offer a range of employee benefits including an employee assistance programme and cycle to work scheme.
• Unison is the recognised trade union.
How to apply

This pack includes a job description, person specification and other background information. If you would like more information, please visit our website: www.antislavery.org

If you wish to apply for this position, please email a CV along with a supporting statement of no more than two pages, setting out why you want this role and explain how your skills and experience support your application. Candidates must have the right to work in the UK, please confirm in your covering letter if you have the right to work in the UK. Please include your earliest possible start date in your application.

Please submit your application to jobs@antislavery.org using the reference Trusts & Major Gifts Officer in the subject line before midnight on 14 January 2024.

Please also complete the equal opportunities monitoring form at this link. The form is anonymous, and responses will be handled in strict confidence.

Interviews will likely be held on 23 and 24 January 2024.

We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.

Candidates must have the right to work in the UK.
We particularly welcome and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT and non-binary candidates.

We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practice and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

- To guarantee high standards of staff behaviour and integrity
- To safeguard our staff’s, interns’ and volunteers’ welfare and that of external stakeholders with whom we work or come into contact
- To protect our reputation and interests

This role may require a DBS check for traveling to projects where there is access to vulnerable groups.

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be required.

As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.