

Job Title: Trust Executive	Direction and guidance from: Head of High Value Relationships, Trusts Manager Link to: Finance, Database, DGW, Comms, CE, Regions	Primarily reports to: Trusts Manager Direct Reports: None
-----------------------------------	--	--

Role Summary:

Work with the Trusts Manager to deliver the objectives of the Trusts programme, whilst securing funds from their own portfolio of small and mid-level trusts to meet defined income targets within the overall programme.

With guidance and support from the Trusts Manager, create and deliver impactful and high-quality communications, proposals, and reporting to Trust management teams and trustees.

Provide high quality and timely research into prospective supporters and contribute to the ongoing communications programme for small Trust mailings.

Specific Tasks:

- Develop small and mid-level trust applications, including research, cultivation, and application.
- Identify and research prospective trusts and foundations, building a strong pipeline of potential supporters.
- Working with the Trusts Manager, identify opportunities to add value to existing donors and increase income through strategic account development plans.
- Support the Trusts Manager with organisation and administration around major funding partnerships when required.
- Conduct research into prospective trusts and compile a list of suitable prospects to approach, recording results on Salesforce (CRM) system.
- Liaise with Grants & Welfare team and other colleagues to ensure that accurate information is available for reports and applications.
- Follow processes for securing internal approval for relevant content.
- Keep accurate records of Trusts income (including batching) and expenditure on behalf of the team and thanking donors.
- Attend and support cultivation and fundraising events as appropriate.
- Ensure all process documentation is kept up to date and that both supporter engagement and the prospect pipeline are tracked using Salesforce.
- Undertake other administrative duties relating to the programme.

Skills/Personal Attributes:

- The ability to communicate effectively both orally and, particularly, in writing, using correct and appropriate language, grammar, organisation and structure.
- Excellent attention to detail and quality, including proofreading.
- Experience of trusts fundraising, including using research to build pipelines and approaches.
- Good organisational skills and a systematic approach to work.
- The ability to use initiative and demonstrate self-motivation and self-management.
- Excellent investigative and problem-solving skills.
- Effective time management.
- Ability to build good relationships with other team members and internal & external contacts.
- A knowledge of CRM databases, data entry, and financial processing.
- Empathy with the cause of the Charity and its beneficiaries.

Other:

Attendance at the Charity's Annual Staff Conference, Charity's Fundraising conferences, and other specified Charity events and activities

Agreed By: Head of High Value Relationships	Signature: <i>Daniel Jones</i>	Date: 14 September 2026
Approved By: Director of Fundraising	Signature: <i>Sheila Lutchanah</i>	Date: 17 September 2026