



Fundraising Officer (Trusts)

Job Profile - July 2026

boaztrust

Job details

Job title	Fundraising Officer (Trusts)
Location	Hybrid: home and Hulme office, with occasional travel for meetings or events
Responsible to	Head of Fundraising
Salary	£30,492 full-time equivalent; £24,393 actual salary for 30 hours per week – Boaz Band D.2, Point 15.
Contract length	Permanent
Hours of work	30 hours a week , usually worked from Monday-Friday. Occasional evening or weekend work may be required.
Holidays	20 days pro rata (Full time equivalent 25 days) per annum plus pro rata entitlement to statutory bank holidays.
Benefits	Supportive work environment, employer pension contribution of 6% of gross pay, office closure between Christmas and New Year giving additional time off, flexible working (by agreement), extra day of leave on completion of full year of employment for the first 2 years, and up to 3 days mission / charitable leave (by agreement).
Probation period	3 months
How to apply	Email your CV and cover letter to jobs@boaztrust.org.uk . Your cover letter should be no more than two pages. Use the letter to show us how your skills, experience and personal qualities match the essential criteria in the Person Specification below. For more information on applying to work at Boaz, please visit boaztrust.org.uk/jobs
Closing date	9am on Friday 25 th September

Job description

Main purpose of the role

In accordance with the Christian ethos and values of Boaz Trust, the main purpose of this role is to secure income from trusts and foundations so that Boaz can continue and develop its work to end destitution among people seeking sanctuary.

The post holder will: build positive relationships with previous, current and prospective funders, produce compelling, accurate funding applications and reports, use our systems to accurately record and monitor our trust fundraising, and undertake research to identify new funding opportunities. They will work collaboratively with colleagues across Boaz to communicate the need for our work, demonstrate its impact and ensure that funders receive high-quality information.

The post holder will:

- Secure and grow income from trusts and foundations.
- Develop and steward positive relationships with funders.
- Produce high-quality trust applications and reports.
- Research new opportunities and maintain an effective funding pipeline.
- Support the wider fundraising work of Boaz Trust as appropriate.

Specific duties and responsibilities

Trusts and foundations fundraising

- Write clear, persuasive and well-evidenced applications to trusts and foundations, following each funder's requirements and meeting agreed deadlines.
- Develop compelling cases for support that explain the needs facing people seeking sanctuary, the difference Boaz's work makes and the outcomes that funding will enable.
- Prepare applications for both restricted project funding and unrestricted or core funding, as appropriate.
- Adapt applications and supporting information to the interests, priorities and requirements of different funders.
- Work with the Head of Fundraising to plan applications, agree priorities and contribute towards trusts and foundations income targets.

Funder relationships and stewardship

- Develop and maintain positive relationships with existing, previous and prospective funders through timely and appropriate communication.
- Communicate with funders by email, telephone and, where appropriate, through online or in-person meetings.
- Respond professionally and promptly to funder questions and requests for further information.
- Help identify opportunities to deepen funder engagement and communicate the continuing impact of their support.

Reporting and impact

- Produce timely, accurate and engaging reports for trusts and foundations in line with grant conditions and reporting deadlines.
- Work with colleagues across Boaz to gather appropriate qualitative and quantitative data, outcomes, learning, case studies and other evidence of impact.
- Liaise with colleagues to ensure that financial information is accurate and consistent.
- Maintain a clear schedule of reporting requirements and ensure that all funder commitments are understood and met.

Prospect research and pipeline development

- Undertake desk-based research to identify trusts, foundations and grant programmes that are a strong fit with Boaz's work.
- Assess prospective funders' priorities, eligibility requirements, giving history and likely funding potential.
- Maintain a balanced pipeline of prospective, active and repeat funders.
- Make appropriate initial approaches to new funders and follow up promising opportunities through email, telephone calls or meetings.
- Keep up to date with relevant developments and trends in trusts and foundations fundraising.

Systems, records and administration

- Maintain complete, accurate and timely records of funders, applications, communications, grants and reports on Boaz's fundraising database, Beacon CRM.
- Maintain supporting electronic files and records in accordance with Boaz policies and data-protection requirements.
- Use database information and other records to support internal reporting.
- Contribute to the review and improvement of fundraising systems, templates and processes.

Wider fundraising and teamwork

- Provide support to the Head of Fundraising across other areas of fundraising and partnerships, according to organisational priorities and capacity.

- Work collaboratively with colleagues to understand Boaz's services and funding requirements, and develop positive working relationships with colleagues across the organisation.
- Contribute fundraising information and updates to internal meetings, planning and reporting.
- Represent Boaz positively and professionally in communications with funders, partners and other external contacts.
- Undertake relevant learning and professional development to strengthen fundraising knowledge and practice.

Roles and responsibilities within the daily life of the wider team

- To be committed to and supportive of Boaz Trust's values and ethos, demonstrating these in your work every day.
- To work collaboratively and communicate effectively with other Boaz staff and volunteers whenever necessary.
- To follow and implement Boaz Trust policies and procedures.
- To participate in the life of the team, which may include monthly in-person team meetings, daily prayer meetings, team away days and other times of team reflection.

Specific requirements

The post-holder will have the ability and willingness to work from the Boaz Trust office and from home as part of a hybrid working arrangement. The post-holder will also be willing to attend occasional funder meetings or organisational events, which may take place outside of normal working hours (for which TOIL can be claimed).

Note: This role description is not intended to be an exhaustive list, and it is expected that you will be flexible and willing to participate in duties which are broadly in line with the above responsibilities. This job description does not form part of the employment contract, and we reserve the right to review it with the post-holder as necessary.

Person Specification

In addition to formal, paid work experience, we recognise the value of lived experience and voluntary activities.

Specification	Essential	Desirable
Knowledge and understanding	Understanding of the principles of effective fundraising from trusts and foundations. Knowledge of how to use evidence, outcomes and stories to demonstrate need and impact. Understanding of the importance of funding requirements, grant terms and conditions, accurate reporting and good relationship management. Awareness of the needs of and barriers facing people seeking sanctuary in the UK, and a willingness to further develop knowledge of the asylum system and refugee sector.	Knowledge of trusts and foundations that support work connected with homelessness, migration, poverty or social justice. Familiarity with the Greater Manchester voluntary and community sector.
Skills and experience	Experience of producing persuasive written material for a specific audience to generate income e.g. through trust fundraising, bid-writing / tendering, or another relevant context, which has secured funding/income for a cause. Experience of understanding detailed information from multiple sources and turning it into clear, accurate and compelling written applications and reports, or related written communications.	Experience of presenting in-person to individuals or small groups. Experience of developing project budgets in coordination with others.

Specification	Essential	Desirable
Skills and experience	Strong research and analytical skills including: identifying relevant funding opportunities, finding and collating supporting evidence, and assessing external resources for learning and improvement. Ability to manage own workload and meet deadlines. Confidence using IT software including: MS Office products including Word and Excel, email, and CRM systems. Ability to build positive professional relationships and communicate confidently and appropriately both in-person and via email and phone.	Experience of developing projects and services in collaboration with others. Experience of ethical storytelling and working in a trauma-informed way.
Personal qualities and attributes	Warm, relational and professional, with an ability to build trust and positive relationships with colleagues and external contacts. Curious and thoughtful, with the ability to listen, ask good questions, and understand complex areas of work. Resilient and persistent, able to respond constructively when the unexpected happens, when applications are unsuccessful, and to learn from feedback. A commitment to accuracy and working with integrity. Self-motivated and able to work pro-actively independently while also as part of a team.	Personal or professional connection to asylum, migration, homelessness or social-justice issues. A passion for and involvement in the wider fundraising sector.

Specification	Essential	Desirable
Personal qualities and attributes	Committed to the vision, mission and values of Boaz Trust, and alignment with Boaz's Christian ethos and commitment to anti-racism.	
Additional requirements	Right to work in the UK. Willingness to work flexibly in agreement with line manager, including attending the Boaz Trust office as per hybrid working agreement and working occasional evenings or weekends. Completing a DBS Check as part of probationary period.	Ability to travel independently to occasional meetings and events.

Stay in touch

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