

JOB DESCRIPTION

Department:	Fundraising	
Job Title:	Trusts and Foundations Manager	Grade: F
Responsible to:	Head of Fundraising	Date: August 2024
Purpose of Job:		
<p>Lead on the development and delivery of the Trust fundraising strategy, identifying, researching, and writing compelling applications to meet and /or exceed income targets. Oversight and management of relationships with existing and new trusts and foundations and delivering funding reports to a high and consistent standard.</p>		
Duties and responsibilities:		
Income Generation and Opportunity Pipeline Development:		
<ul style="list-style-type: none"> • Develop and implement a strategy and plan to grow Trusts and foundation income to meet the organisation’s growth targets in the short and long term. Contribute to the overall fundraising strategy. • Identify and research a diverse range of high value prospects to build a robust pipeline of sustainable trust and foundations with an emphasis on five/six figure grants and multi-year funding with a national scope. • Craft high-quality, targeted, and compelling proposals tailored to specific trusts, foundations and other grant-making bodies. • Cultivate and manage relationships with key decision-makers within identified trusts, including the day-to-day management of both new and existing funders, ensuring accurate records of restricted grants and application of funds. • Develop and execute a detailed trust fundraising plan and pipeline, evaluating the likelihood of success for each prospect and implementing engagement strategies at each stage to optimise outcomes. • Lead the development of new trust and foundation proposals for grants and services, including potential research partnership opportunities or where Family Fund collaborates on a joint bid with another organisation • Achieve and/or exceed the annual target for trusts and foundations. 		
Operational Planning and reporting:		
<ul style="list-style-type: none"> • Develop and implement comprehensive annual operational plans for trusts and foundations fundraising, including monitoring and adjusting strategies as needed to achieve financial targets. • Ensure all grant expenditures and reporting adhere to the requirements of each trust or foundation, working closely with the finance team to maintain accuracy. • Provide regular management reports on financial progress, including updates on the pipeline, prospecting, activation, and grants received. Suggest contingency actions to address potential income shortfalls. 		

Process Management and Compliance:

- Establish streamlined, effective systems and processes that support the overall trust and foundations activity.
- Monitor and document funding opportunities in the fundraising database, ensuring a sufficient pipeline to meet income targets. Prepare necessary documentation for senior operations meetings to support decision-making on funding new projects.
- Ensure appropriate cross-organisational input to proposals, including working with Grants Services for project/service design.
- Oversee the completion and submission of high-quality, compliant proposals and funding applications within required timelines, while maintaining a thorough understanding of trust application spending and coordinating with Finance and Grant Services to ensure funds are utilised appropriately.

Best Practices and Regulatory Compliance:

- Stay informed of best practices from the Chartered Institute of Fundraising and the Fundraising Regulator, ensuring all activities are conducted within legal and regulatory requirements.
- Provide regular updates, forecasts, and reforecasting inputs as requested by the Head of Fundraising.

One Team

- Work with all relevant staff to ensure that all activities are joined up and complementary.
- Attend networking events to support fundraising activity.
- Carry out other appropriate duties as required by senior management.
- Represent the Family Fund values

PERSON SPECIFICATION

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Job Title: Trusts and Foundations Manager		
	Essential	Desirable

<p>Experience</p>	<ul style="list-style-type: none"> • Proven track record of meeting or exceeding income targets from trust fundraising. • Securing one-off or multi-year grants of five-figure sums or above. • Significant experience of researching and writing detailed and compelling proposals for trusts. • Broad experience building and managing multiple trust and foundation relationships. • Setting, phasing and monitoring income targets. 	<ul style="list-style-type: none"> • Compiling public sector tenders. • Line management responsibilities.
<p>Skills, knowledge and abilities</p>	<ul style="list-style-type: none"> • Excellent level of computer literacy with a working knowledge of Microsoft Office products. • Excellent oral communications skills and the ability to engage and build relationships with a wide range of stakeholders. • Excellent research and writing skills, with close attention to detail, high level of accuracy and ability to adapt to a variety of audiences. • Good numeracy skills with ability to build project budgets. • Ability to manage multiple applications/projects and prioritise accordingly. • Ability to lead meetings and brief senior staff. • Ability to work at the same time independently and collegially. • Excellent organisational and time management skills – planning, prioritising and managing workload with the ability to meet deadlines. • Ability to hit the ground running and absorb complex information quickly. 	<ul style="list-style-type: none"> • Excellent record keeping and knowledge of CRMs (Salesforce).
<p>Professional Membership</p>		<ul style="list-style-type: none"> • Institute of Fundraising
<p>Personal attributes</p>	<ul style="list-style-type: none"> • Results driven. • Creative and innovative. • Open and participative working style. • Flexible, adaptable, and resilient to work demands and change. • Willingness to travel when required. • Commitment to Family Fund's values • Commitment to equity, diversity, inclusion, and fairness for all • Commitment to safeguarding 	<ul style="list-style-type: none"> • Understands the impact of disability and poverty on family life.