

Trusts and Foundations Manager – Job Description

Role information

Department: Fundraising

Job Title: Trusts and Foundations Manager

Grade: F

Responsible to: Group Director of Fundraising and Volunteering

Date: August 2026

Purpose of the job:

Support the development and lead the delivery of the trust and foundation fundraising operational plan, identifying, researching and writing compelling applications to meet and/or exceed income targets. Manage relationships with existing and new trusts and foundations, deliver high-quality funding reports, and provide advice and support to colleagues on relevant statutory, community and corporate foundation opportunities where these align with the organisation's fundraising priorities.

Duties and responsibilities

Income Generation and Opportunity Pipeline Development

- Develop and implement a trust and foundation fundraising plan, aligned with the wider fundraising strategy, to grow income and support the organisation's short- and long-term targets.
- 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, including relevant statutory, community and corporate foundation opportunities where appropriate.
- 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 maintain a detailed trust fundraising plan and pipeline, evaluating the likelihood of success for each prospect and implementing engagement activity at each stage to optimise outcomes.
- Develop tailored stewardship plans for key funders, ensuring timely updates, clear impact reporting and appropriate engagement to support retention, renewal and long-term relationships.
- Work with colleagues to develop new trust and foundation proposals for grants and services, including shaping emerging project ideas into fundable propositions, identifying potential research partnership opportunities, and supporting joint bids where Family Fund collaborates with another organisation.
- Achieve and/or exceed the annual target for trusts and foundations.

Operational Planning and Reporting

- Develop and implement annual operational plans for trusts and foundations fundraising, monitoring progress and adjusting activity as needed to support 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

- Maintain and improve effective systems and processes that support overall trust and foundations activity.
- Monitor and document funding opportunities in the fundraising database, ensuring a sufficient pipeline to meet income targets. Use the fundraising database consistently to record prospects, applications, funder communications, grant conditions,

reporting deadlines and stewardship activity, supporting accurate forecasting and organisational oversight.

- Ensure appropriate cross-organisational input to proposals, including working with Grants Services for project/service design. Provide practical advice, information and drafting support to colleagues developing statutory, community or corporate foundation applications, ensuring opportunities are coordinated, funder requirements are understood, and proposals are consistent with Family Fund's case for support.
- Coordinate the completion and submission of high-quality, compliant proposals and funding applications within required timelines, while maintaining a thorough understanding of trust application spend and working with Finance and Grants Services to ensure funds are used 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.
- Maintain awareness of relevant funder priorities, sector trends and emerging grant-making opportunities, sharing insight with colleagues where it may strengthen future funding propositions or partnership approaches.
- Provide regular updates, forecasts, and reforecasting inputs as requested.

One Team

- Work with relevant colleagues across Fundraising, Finance, Grants Services, Communications and wider teams to ensure proposals, reports and funder communications are joined up, accurate 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

Department: Fundraising

Job Title: Trusts and Foundations Manager

Experience

Essential

- 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.

Desirable

- Experience of supporting or contributing to statutory, public sector, community foundation or corporate foundation funding applications.
- Experience of coordinating input from colleagues, volunteers or stakeholders to support funding applications.

Skills, knowledge, and abilities

Essential

- Excellent level of computer literacy with a working knowledge of Microsoft Office products.
- Ability to advise and support colleagues constructively, translating funder requirements into clear, practical guidance while maintaining focus on ownership of agreed trusts and foundations priorities.

- 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 contribute to and, where appropriate, lead meetings and brief senior staff clearly.
- 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.

Desirable

- Excellent record keeping and knowledge of CRMs (Salesforce).

Professional Membership

Desirable

- Chartered Institute of Fundraising membership, or a willingness to work in line with its professional standards and guidance.

Personal attributes

Essential

- 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.

Desirable

- Understands the impact of disability and poverty on family life.