

Job Title: Trusts and Foundations Manager
Date: June 2024
Accountable to: Head of Fundraising

Accountable for:
Location: Albemarle St, London / flexible homeworking
Contract type: Permanent full time or part time (21 to 35hrs per week)- flexible working considered
Salary: c. £42,000 per annum dependent on experience- pro rata for part-time hours

Background

We are looking for an experienced fundraiser to join our Fundraising Team and lead our work with trusts and foundations. You will be a compelling and engaging communicator who can work at all levels of the organisation to cultivate and develop the relationships that will enable the Ri to achieve our strategy.

Job purpose

To support the Head of Fundraising in maximising income from charitable trusts and foundations to meet and exceed financial targets, identifying new trusts and increasing the number and value of gifts.

Maximising supporter engagement and income from charitable trusts and foundations, collaborating across the Ri to develop innovative and compelling proposals, delivering excellent account management and stewardship to existing donors, and identifying, researching and engaging new prospects.

Main responsibilities of the role
<ul style="list-style-type: none"> Develop cultivation strategies in line with the Ri Strategy for current and prospective charitable trusts and foundations to ensure a steady and growing financial commitment
<ul style="list-style-type: none"> Provide excellent account management for funders. Develop, implement and manage the stewardship programme for all trust and foundation donors to increase retention and value of funding
<ul style="list-style-type: none"> Research relevant trusts and grant making bodies, preparing, writing and submitting applications and taking personal responsibility for this income stream
<ul style="list-style-type: none"> Manage the existing T&F pipeline, recording all Trust fundraising activity on our donor management system to ensure delivery of financial KPIs
<ul style="list-style-type: none"> Develop compelling funding proposals working closely with relevant colleagues across the charity in conjunction with the relevant team member
<ul style="list-style-type: none"> Build relationships with T&F that are new or lapsed to the Ri and create opportunities to introduce the work of the Ri

Job Description and Person Specification

<ul style="list-style-type: none"> • Prepare all relevant reports required by T&F on time and to a high standard
<ul style="list-style-type: none"> • To network externally to ensure that T&F are kept aware of the funding requirements of The Ri and to represent the Ri at private and public events
<ul style="list-style-type: none"> • To monitor and manage the Trusts budget and produce accurate reports, analysing performance against agreed KPIs
<ul style="list-style-type: none"> • Maintain an up-to-date knowledge and disseminate key developments or emerging developments within the trusts and foundations sector
<ul style="list-style-type: none"> • Play an active role in the Fundraising Team and in the development of fundraising strategies and projects
General responsibilities applicable to all
<ul style="list-style-type: none"> • Understand and support the Ri strategy including the Ri vision, mission and aims • Promote the Ri values and encourage team working and effective communication with colleagues. • Help achieve EDIA goals across the organisation and promote diversity and inclusion at the Ri • Act as an Ri representative and deal with customers, stakeholders and public in a professional manner • Comply with Ri financial and other policies and practices as applicable including Health & Safety, Safeguarding and GDPR. • Undertake other responsibilities as may be reasonably requested of your post

Person specification

Skills, experience and knowledge	Essential (E) Desirable (D)
<ul style="list-style-type: none"> • Substantial demonstrable experience working in a fundraising position in the cultural or similar sector, 	E
<ul style="list-style-type: none"> • Trusts and foundations fundraising experience and knowledge of public sector income streams, securing 6-figure donations. 	E
<ul style="list-style-type: none"> • Experience preparing fundraising applications, demonstrating fundraising success 	E
<ul style="list-style-type: none"> • Outstanding relationship builder and networker both internally and externally 	E
<ul style="list-style-type: none"> • Experience of managing relationships with trust and foundation donors 	E
<ul style="list-style-type: none"> • Demonstrable experience of maximising opportunities from researching prospects to generating meetings, and securing income to achieve targets 	E
<ul style="list-style-type: none"> • A strong understanding of trust and foundation practices and principles 	E
<ul style="list-style-type: none"> • Able to tackle challenges constructively, and find creative ways forward 	E
<ul style="list-style-type: none"> • Strong understanding of the Ri's mission and activities 	D

Job Description and Person Specification

• Qualifications	
• Degree or equivalent relevant qualification/experience	D
• Qualification in fundraising related discipline	D
• Personal attributes	
• Excellent interpersonal skills with the ability to influence at all levels in a complex environment.	E
• Able to find pragmatic solutions, seek improvements, and adapt to changing situations.	E
• Able to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.	E
• Highly self-motivated and willingness to support others where needed.	E
• Ability to multi-task and work in a fast-paced environment.	D
• An interest in science, technology, engineering and mathematics	D

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

The role will involve some evening and occasional weekend working