



Job title: Trust & Foundations Fundraising Manager

Reports to: Chief Operating Officer

Department: Trusts & Foundations

Salary: Wigan - £35,128 per annum (£28,102 per annum pro-rata)
London - £37,128 per annum (£29,702 per annum pro-rata)
Remote based - Salary TBC dependent on location. Please note if you prefer to be remote-based you must have the ability to work in either the London or Wigan office at least once per week.

Contract: Permanent

Hours: 37.5 or 30 hours per week

Location: London, Wigan or remote-based

1. Purpose of the Role

You will be required to manage relationships with Trusts and Foundations and increase income from this source. You will be an integral part of a fast-growing, award-winning national Environmental charity.

2. Principle Accountabilities

- To manage fundraising from trusts and foundations and statutory sources by identifying opportunities, developing robust propositions in line with strategic objectives and working closely with colleagues
- Research trusts and foundations and statutory opportunities
- Brief the executive team on trusts and foundations and statutory application opportunities
- Maintain a stewardship programme with existing and recent funders
- Work across the organisation to produce and submit high quality and timely monitoring reports
- Work alongside and collaboratively with the existing PT Trusts and Foundations Manager towards a common annual fundraising target



- To undertake other tasks from time to time as required by the Executive team

3. Budget responsibility and decision-making authority

To work with the Executive Team to develop and deliver Trust and Foundation income targets and budget.

4. Supervision of employees – complexity of leadership, number of direct reports, reporting level

- No direct reports
- To be one of two points of contact for Trusts and Foundations
- Reports to Chief Operating Officer

5. Other information

The post requires someone who is able to work in a largely self-directed manner, is flexible and willing to apply themselves to a range of different projects and situations.



Person Specification

Experience, Knowledge and Skills	Essential	Desirable	Method of Assessment
Educated to degree level with experience of successfully fundraising in the charity sector from trusts and foundations	✓		Application and interview
Knowledge of charitable trusts and foundations relevant to charities, community and/or environmental work	✓		Application, interview & assessment
Experience of successfully managing own portfolio of Trusts and Foundations and Statutory grants – with a proven track record in refining and implementing cultivation and solicitation plans to achieve results	✓		Application and interview
Experience of managing single-year and multi-year grant relationships in the region of £500,000 – £1 million per year		✓	Application and interview
Excellent written and verbal communications skills in order to convey propositions convincingly to prospective funders	✓		Application, interview & assessment
Ability to conceive and develop complex proposals which are financially numerate	✓		Application and interview
Ability to work on own initiative and without close supervision, and to manage several projects at the same time sometimes with conflicting priorities	✓		Application and interview
Experience of working across organisations to coordinate the development of successful proposals and bids including input from multiple teams	✓		Application and interview
A high level of computer literacy in dealing with standard Microsoft packages including Outlook, Word, Excel and PowerPoint.	✓		Application and interview



A genuine commitment to the principles and goals of Keep Britain Tidy	✓		Application and interview
Experience in successfully managing and delivering People's Postcode Lottery or Big Lottery grants		✓	Application and interview
Experience in successfully managing and delivering The Big Give Christmas Challenge to fundraising target		✓	Application and Interview
Experience in successfully identifying, securing, and managing grants from statutory sources appropriate to the environmental services sector (i.e.: Environmental Agency; Defra; European Community; etc.)		✓	Application and interview
Other requirements			
An ability and willingness to work evenings and weekends as required and to spend periods of time away from home occasionally.	✓		Application and Interview