

Job Description: Trust and Corporate Fundraising Manager

Location: Surrey, West Sussex, Hampshire (Home-based with travel as required)

Salary: Up to £32,000 FTE (21 hours per week)

Reporting to: Charity Director

Contract Type: One-year fixed term contact

About GRACE

Since GRACE was established in 2005, women's experiences of [gynaecological cancers](#) have been at the heart of everything we do. GRACE was founded to help improve women's likelihood of surviving their cancer, as well as to improve the quality of their life beyond a diagnosis. We are committed to pushing forward improvements in treatment, recovery and survival rates for women diagnosed with any gynaecological cancer, now and in the future. Our work in undertaking research and the provision of support services, underpins our aim of ***not just helping women to live, but to live well.***

About the Role

GRACE is seeking a passionate and results-driven **Trust and Corporate Fundraising Manager** to join our team and help us build our fundraising income for our services and research programmes.

This role is pivotal in ensuring the charity secures significant income from trusts, foundations, and corporate partners to support our vital work in offering counselling support and undertaking awareness and research for women who are diagnosed with a gynaecological cancer.

Working with the charity director and services administrator, you will be responsible for developing and implementing an ambitious fundraising strategy to identify, cultivate, and steward relationships with grant-making organisations and corporate entities, ensuring sustainable growth in income.

Key Responsibilities

1. Income Generation Strategy Development and Implementation:

- Develop and deliver a trust and corporate fundraising strategy aligned with the charity's broader fundraising objectives.
- Develop a case for support document that can be used to underpin our fundraising strategy.

- Research and identify new funding opportunities to diversify and expand income streams.
- Grow the charity's grant and corporate income.

2. Grant and Proposal Writing:

- Prepare, submit and monitor compelling and tailored funding applications and proposals to trusts, foundations, and corporate donors.
- Ensure all applications are aligned with funders' priorities and demonstrate clear impact, and upholding the integrity of Grace

3. Relationship Management:

- Cultivate and maintain relationships with current and prospective funders through effective stewardship.
- Organise and attend meetings, presentations, and events to engage with potential and existing funders.
- Build partnerships with corporate donors, ensuring mutual benefits and long-term commitment that result in an increase in charity income. i.e. charity of the year partnerships.

4. Reporting and Evaluation:

- Monitor and report on income targets, ensuring accurate records are maintained in the CRM system.
- Provide regular impact reports to funders, demonstrating the outcomes of their support.
- Evaluate the success of fundraising initiatives and identify areas for improvement.

5. Team Collaboration:

- Work collaboratively with the charity team and trustees to develop funding proposals and case studies.
 - Contribute to the development of innovative fundraising campaigns and activities.
 - Support and participate in other charity events, where required.
 - Attend meetings as required, with regular check-ins with line manager.
 - Any other task as requested by line manager.
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Essential Requirements

- Proven experience in trust, foundation, and corporate fundraising, with a successful track record of securing significant income within the Charity sector
 - Excellent written communication skills, with the ability to craft persuasive and tailored proposals.
 - Computer literate.
 - Able to work independently, and manage workload, with strong organisational skills.
 - Strong interpersonal and relationship management skills, with the ability to engage and influence stakeholders at all levels.
 - A strategic thinker, capable of identifying opportunities and developing creative approaches to fundraising.
 - Proficiency in using CRM systems and managing data for fundraising purposes.
 - Knowledge of the UK fundraising landscape and relevant legal and ethical guidelines.
 - A passion for working within a people focused charity that exists to support women across Surrey, West Sussex & Hampshire who are diagnosed with gynae cancers.
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Desirable Skills and Experience

- Experience in a similar role within a health charity in the sector.
 - Understanding of impact measurement and reporting in the context of fundraising.
 - Experience managing corporate partnerships, including sponsorships and employee engagement activities.
 - Experience of working with and managing volunteer partners
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What We Offer

- A small but supportive and inclusive work environment.
- Paid annual leave and pension contributions.
- Flexible working arrangements to promote work-life balance.

- Opportunities for professional development and training.
 - The chance to help shape services and support for women with gynae cancers and make a meaningful impact to a cause you are passionate about.
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How to Apply

Please send your CV and a cover letter outlining your suitability for the role to sara@grace-charity.org.uk by midnight on Sunday, 16 March 2025.

For further information or an informal discussion, please contact Sara@grace-charity.org.uk or call: 01483 904153.

Join us in making a difference. Your expertise could help transform lives and help women who are diagnosed with gynae cancers to not just live, but to live well.