

Job Description

Role	Trusts and Foundations Manager	Location	47-49 Pitfield Street London N16DA
Reports To	Head of Trusts and Foundations	Responsible For	N/A
Team	Fundraising	Contract Type	Permanent
Salary	£42,642	Hours of work	37.5

Summary Purpose - what you will be achieving

At a time of huge pressure for young Londoners and youth organisations across the capital, our work is needed more than ever. Many young people, particularly those from underserved communities, are feeling the strain and urgently need the safety of local youth spaces, the support of trusted adults, and the inspiration of programmes that meet their needs.

It is a crucial time to be raising income for London Youth. In September 2023 we launched our new strategy for 2023-2026: Powering the Grassroots. Currently responsible for over 70% of our charitable income, The Trusts and Foundation's team are a crucial part of ensuring we have the money to drive that strategy forward and deliver for young people and youth organisations across the capital.

You'll be joining an ambitious team passionate about supporting young people and youth organisations to be the best they can be. The Trusts and Foundations Fundraising Manager will be an experienced and successful fundraiser ready to use their skills and experience to grow our most important income stream.

About the role – what you will be doing

You will:

- develop and maintain an exemplary understanding of the needs of young people and youth organisations in London
- proactively communicate the vision and mission, aims and work of London Youth to funders
- undertake prospect research to identify new funding opportunities that increase restricted and unrestricted income
- collaborate with teams from across London Youth to develop and submit high quality five and six figure applications to trusts, foundations, institutional funders, and livery companies
- work with colleagues to find ways to increase income from existing funders
- meet all KPIs and financial targets
- provide first class stewardship to funders
- maintain up-to-date records on all aspects of fundraising activity on Salesforce and SharePoint and produce regular reports/reports when needed
- ensure agreements are in place with all funders and are recorded in line with our processes
- take responsibility for your ongoing professional development
- commit to and actively promote London Youth's policy and procedures to value and respect diversity and inclusion in all duties and working relationships

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- reflect our inclusive culture in your day-to-day work and support a positive health & safety and safeguarding culture in your interactions with colleagues
- follow our organisation's anti-racism principles and practices as you actively promote and respect diversity and inclusion in all aspects of your work and working relationships.

About you – what you bring to the role

The following attributes are required for the role.

Knowledge and Experience:

- track record of leading and securing five and six figure funding relationships with trusts, foundations, institutional funders, and livery companies
- demonstrable knowledge of UK and London funders
- ability to undertake rigorous prospect research and build and manage a robust pipeline
- demonstrable relationship management skills
- proven project management skills
- experience of regularly recording and reporting on data
- ability to interpret financial data
- awareness of Fundraising Regulatory Framework
- experience of acting as an organisational ambassador in a range of outward facing contexts

Attributes and Behaviours:

- passionate and demonstrably committed to improving the lives of young people
- outstanding written and oral communication skills
- attention to detail
- ability to prioritise workload
- ability to work independently or with small or large groups of colleagues
- ability to work in a changing and flexible environment
- willingness to learn new skills
- discretion and ability to maintain confidentiality
- willingness to work occasional evenings or weekends at London Youth events.

You will be able to demonstrate our values of being:

- ambitious
- collaborative
- inclusive
- accountable

Please submit your application through London Youth's careers page. It is essential that in your written application you give evidence of examples of proven experience/skills for 'what you will bring to the role' criteria.

If you have questions regarding the role or the recruitment process, please contact: James Hails our Director of Fundraising and Communications on james.hails@londonyouth.org

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