

Job Description

Job Title	Trust Fundraising Manager
Hours	Full Time – 35 hours per week (Flexibility may be offered for an excellent candidate)
Reports to	Head of Grants
Responsible for	No direct reports currently

Main purpose and scope of the role:

To develop and manage a portfolio of supporters with the capacity to give five and six-figure gifts. You will work closely with the Head of Grants to identify and research prospects, develop compelling applications, and manage grants. You will play a key role in building an effective Trust and Statutory Fundraising function for Parentkind, establishing effective ways of working across the charity and building positive, engaging, long-term relationships with funders.

To work with the Head of Grants, Director of Fundraising and other key internal stakeholders to support the delivery of the organisation's strategy and enable the growth and development of Parentkind and our work. Contribute significantly to income growth for Parentkind by:

- Raising funds at a national level to provide a new grant funding programme for PTAs covering approximately four key areas that PTAs raise funds for locally, such as a Sports Fund, Play Fund, Literacy Fund and Enrichment Fund.
- Raising funds to support wider charity outcomes including:
 - o Providing a PTA start-up programme.
 - o Providing place-based teams in different parts of the UK
 - o Delivering guides and services to enable parents to support their children through key educational transitions and challenges.

Duties and key responsibilities:

Under the guidance of the Head of Grants

1. Fundraising:
 - Identify and research a range of appropriate grant-makers who are likely to fund the work of Parentkind, building and managing a new business pipeline to deliver year-on-year growth in Trust and Statutory Fundraising income
 - Cultivate relationships with prospects (awarding grants of £10,000+) and identify appropriate projects or areas of Parentkind's work to meet their criteria, developing tailored, persuasive funding proposals
 - Establish and maintain positive relationships across the organisation and an in-depth understanding of the charity's needs and priorities to ensure your fundraising activity contributes positively
 - Contribute to the development and maintenance of key resources to support our fundraising activity, including case for support, programme budgets and information

- Contribute to the Membership Team's fundraising support offer for PTA members – developing and maintaining a small grants information hub, and appropriate resources to support PTA members to raise more to support their local school communities
2. Relationship Management:
- Provide excellent stewardship and supporter care to donors in your portfolio, including the production of high-quality, engaging written updates, impact reporting, and regular communications in line with funder expectations
 - Produce and deliver tailored engagement plans to deepen and grow our funder relationships
 - Deliver first-class grant management – taking responsibility for all requirements of funders in your portfolio including impact reporting, financial monitoring and reporting
 - Ensure robust and practical monitoring and evaluation plans are in place to demonstrate the impact of grants you manage and report effectively to funders
 - Build and maintain strong internal relationships across the charity to ensure the delivery of Parentkind's obligations to our funders
 - Represent Parentkind at events and networking opportunities as required
3. Managing systems:
- Maintain accurate and up-to-date records on Parentkind's CRM
 - Maintain and communicate accurate and informative grant information and records, to support other teams to deliver in line with funder expectations
 - Work within agreed finance processes to ensure all donations are accurately coded, allocated and spent
 - Contribute to the ongoing development of effective processes to manage trust and statutory fundraising activity efficiently and successfully

General Responsibilities

- To ensure Data Protection procedures are followed at all times.
- To keep abreast of relevant issues, educational policy and legislation affecting our key audiences
- To be flexible within the remit of the post.
- To undertake other duties as reasonably requested by the Head of Grants, Director of Fundraising or Chief Executive.
- To contribute to Fundraising Department planning, reporting and involvement in cross-team projects.
- To be self-servicing.
- To attend and participate in Parentkind's performance, development and training programmes.
- To abide by organisational policies, codes of conduct and practices.
- To be responsible for the health, safety, and welfare of self, other members of staff and visitors.

This job description may be amended occasionally and does not form part of the Employment contract. If you have any questions about the role, then please contact Seth Bara, Head of Grants, at seth.bara@parentkind.org.

Person Specification

Job Title: Trust Fundraising Manager

We are a 'remote-first' organisation and as such this role will be fully remote, with travel to meetings as required.

You will be expected to demonstrate the following:

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of raising money from trusts and foundations • Experience of writing donor reports and communications • Experience of identifying appropriate prospects and developing compelling proposals to meet their criteria • Demonstrable track record of meeting and exceeding financial targets. • Experience of managing funder relationships and developing long-term partnerships • Experience of using a fundraising CRM to manage funder relationships and fundraising activity 	<ul style="list-style-type: none"> • Experience in working with organisations focused on children and young people, family support, education, or community development • Experience in devising and delivering engaging cultivation and stewardship events and communications appropriate to your audience, including programme visits • Experience of project design, working with colleagues to co-create proposals for new work in line with organisational strategy and key outcomes
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and relationship management skills, with the ability to build and maintain positive relationships with diverse internal and external stakeholders • Excellent written communication skills with strong attention to detail and the ability to produce high-quality applications, proposals and reports that compellingly convey complex fundraising messages. • Ability to prioritise, manage a varied workload, work calmly under pressure and meet deadlines 	<ul style="list-style-type: none"> • Strong research skills – the ability to identify and qualify appropriate prospects, generating informed recommendations and accurate briefings for colleagues

Qualifications	<ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">• Membership or active involvement in professional fundraising associations or networks• Professional fundraising qualification
Other	<ul style="list-style-type: none">• Proactive, solution-focussed approach• Collaborative and flexible mindset• Results-driven, motivated by ambitious targets and impact for service users• Commitment to exceptional supporter experience• Commitment to own continued professional development• Able and prepared to work out of hours when required, with travel throughout the UK including overnight stays (TOIL available).	