

Trusts and Foundations Manager – Job Description and Person Specification

First Give

First Give is a national charity that partners with secondary schools to inspire and equip young people with the knowledge, confidence, and skills to drive change. Through our structured programmes, students explore social issues, connect with charities, and take tangible steps to improve their community.

Empowering and equipping young people to meaningfully contribute to their community is a first step to addressing many of the challenges we face at this time of social disconnection and division. Our vision is of a more generous society where everyone is willing and able to give their time, money and skills to the causes they care about.

By embedding this approach into education, we ensure all young people, regardless of background, recognise their power to create a fairer, more connected society, fostering a lifelong commitment to positive change.

We currently work with around 230 secondary schools, but you will be joining us at an exciting time, as we drive towards our ambition for growth. By 2034 we aim to have activated the generosity of over a million young people through our work.

We are:

- Altruistic
- Inspiring
- Empowering
- Collaborative
- Professional

Trusts and Foundations Manager

We are seeking a dynamic, strategic and relationship-driven **Trusts and Foundations Manager** to lead on growing and stewarding First Give's portfolio of high-value funders. This role will focus on securing income from **Trusts and Foundations** from first engagement to account management, delivery and reporting.

First Give is a small charity, with a growing fundraising team and big ambitions. You will therefore be someone who thrives in a start-up environment, willing to try new things. We are looking for an exceptional writer, someone who can translate the impact of our work into proposals that inspire and motivate the reader to give.

You will play a pivotal role in shaping First Give's income growth, working closely with our Head of Philanthropy and Partnerships and the Director to manage relationships with existing donors, and leading on the development of high value bids to expand our work. This role will also support key engagement activities, including hosting donors at student-led Final events and facilitating employee volunteering at schools.

This is an exciting opportunity for a confident communicator and grant fundraiser with experience managing and deepening relationships with high value trusts and foundations gifts – someone who thrives on storytelling and social impact. We currently have a strong pipeline of trusts and foundations and are looking for someone eager to write applications and secure funding.

Contract

Full-time, 35 hours per week. Permanent successful probationary period.

Salary

£38K (+£2K London weighting if applicable)

Location

After a two-week induction period, where we would like the successful candidate to come into the office for two or three days per week, the successful candidate will be able to work flexibly and only required to come into the London office on an ad hoc basis. The remainder of the week can typically be worked remotely, with some flexibility as required.

Reporting to

Head of Philanthropy and Partnerships

Key Responsibilities

Planning, Pipeline and applications

- Lead the development of First Give's annual trusts & foundations plan, securing mid to large multi-year grants towards £750,000+ income.
- Build and maintain a strategic, insight-led pipeline of aligned funders.
- Develop a strong understanding of programme costs, ensuring accurate, meaningful budgets in all applications.
- Lead the development and writing of high-quality, compelling bids and expressions of interest, working collaboratively to ensure strong, evidence-based submissions.
- Write and submit strong applications to funders

Donor Engagement, stewardship and reporting

- Manage and steward relationships with our portfolio of trusts and foundations, including timely reporting, thanking, and ongoing tailored updates.
- Work across the First Give team to ensure accurate, detailed and meaningful reports are submitted to donors in a timely manner.
- Host prospective and current donors at First Give Final events, acting as an ambassador for the charity and facilitating meaningful engagement.
- Collaborate with members of First Gives Fundraising Campaign Board to generate and support with requests of support to Trusts and Foundations, especially 'invite only'.
- Ensure accurate record-keeping, pipeline management and reporting in our CRM (Salesforce).
- Ensure compliance with GDPR and all relevant fundraising regulations.

Other

- Support junior staff to complete prospect research, develop bids, and write reports for trusts and foundations where needed.
- Build productive relationships with external fundraising consultants when used.
- Support stewardship and cultivation events (e.g. business breakfasts, drinks receptions etc...) for donors.
- Submit quarterly reports for presentation to the Board of Trustees

The job description gives an outline of key duties and is not intended to be an exhaustive list. The post holder may be asked to take on other relevant responsibilities as reasonably requested by their line manager.

Person Specification

Essential Experience and Skills

- Proven experience securing income from trusts and foundations, including writing successful mid to large grant applications.
- Strong ability to craft clear, compelling, story-driven proposals tailored to funder interests.
- Demonstrated skill in prospecting and developing a trusts pipeline, including alignment assessment.
- Experience managing and deepening relationships with high-value funders, including reporting and stewardship.
- Strong understanding of budgets, restricted funding and presenting financial information in applications.
- Exceptional writer who enjoys storytelling and translating impact into emotionally resonant proposals.
- Confident producing impact reports that combine data, narrative and evidence.
- Experience hosting or supporting donor visits or engagement events.
- Competent using a CRM (e.g. Salesforce) to maintain accurate records, reporting and forecasting.

Personal Attributes

- Passionate about young people and their ability to drive social change.
- Proactive, self-starter who thrives in a small, entrepreneurial team and takes ownership of their portfolio.
- Relationship-driven, warm and credible with funders, staff and external partners.
- Highly organised, able to manage multiple deadlines, pipelines and reporting cycles.

Desirable Experience

- Experience in a similar role within a charity supporting young people, education, or community development.
- Experience supporting or mentoring fundraising team members.
- Experience managing relationships with external contractors and freelancers.

Safer recruitment

Safer recruitment and safeguarding is of paramount importance to us, as an organisation that works with and for young people. The successful candidate will be made a conditional offer subject to two references (one of which must be your most recent employer) and any offer of employment will be subject to a DBS check.

Why work for First Give?

First Give provides many benefits and prides itself on how it treats its staff. Our benefits include:

- 25 days of annual leave plus bank holidays, increasing by one day annually after 3 full years of service to a maximum of 30 days.
- Three additional days between Christmas and New Year given to staff gratis.
- Day off for your birthday in addition to your annual leave allowance.
- Contributory pension scheme.
- Access to Health Assured (health and wellbeing) Employee Assistance Programme
- As you will use your personal mobile for work, First Give provides a phone allowance to contribute towards your mobile costs
- Training and professional development budget, with regular additional training opportunities offered through the Pears Foundation

- Up to three volunteering days per year.
- Multiple team socials and events throughout the year.

The students we work with come from a diverse range of backgrounds, and so do we. We want to ensure that we are recruiting, retaining and promoting a diverse mix of colleagues. We want to foster a diverse and inclusive culture, to empower our teams to achieve our vision drawing on the broadest possible range of experiences. We therefore particularly encourage applications from candidates from minoritised groups currently underrepresented on our executive team, particularly black and minority ethnic and disabled candidates.

Please get in touch with Carmen O'Loughlin (carmen@firstgive.co.uk) if you would like to request reasonable adjustments to the recruitment process or have any queries about the role.

Application process

Application process TBC. Please also fill out this [equality & diversity monitoring form](#) (this will not be linked to your application).

1. **Application closes:** 20th July 9am
2. **Interviews:** 23rd and 24th July
3. **Start date:** 1st September