



Trust and Foundations Manager



JOIN THE TEAM!

Action Against Hunger is building a world where no one dies from hunger. Life-threatening hunger is predictable, preventable and treatable, so a world without it is possible.

We tackle it where it hits and lead research to stop it. We work relentlessly to save lives and to create a world free from hunger.

We stop life-threatening hunger in its tracks. By training parents and healthcare workers to spot the signs, we get life-saving care to people who need it. Our research drives forward understanding of how to predict, prevent and treat life-threatening hunger. With unbeatable knowledge and unstoppable determination, we're taking action against hunger

WE HAVE THREE ORGANISATIONAL VALUES:

1. We work in partnership
2. We are trusted experts
3. We are unstoppable changemakers

If you want to be part of this mission and if you share our values, come and join us.

We welcome applications from all sections of the community and we encourage as broad a range of candidates as possible. If you need any additional support to help you through this process, please let us know by sending an email to jobs@actionagainsthunger.org.uk

CHECK OUT OUR SOCIAL CHANNELS:



AAH_UK



Action Against Hunger UK



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ROLE DETAILS

Job title:	Trust and Foundations Manager
Grade:	SO2/PO1
Department:	Fundraising and Communications
Reports to:	Senior Trusts and Foundations Manager
Job location:	London office 2 days per week
Duration:	permanent
Hours:	37.5
Salary band:	£40,713 - £44,683 per annum, pro rata

JOB PURPOSE

Action Against Hunger is a global humanitarian organisation that takes decisive action against the causes and effects of hunger. We save the lives of malnourished children. We ensure everyone can access clean water, food, training and healthcare. We enable entire communities to be free from hunger.

The Trusts and Foundations Manager will join the team at an exciting moment, with the Philanthropy team income set to increase to over £15m in 2026. We are a successful, yet ambitious team focused on building new partnerships with trusts and delivering high impact projects with our existing funders. Working closely with colleagues from the other teams, the Trust and Foundations Manager will provide high-quality grant management for multi-million-pound grants, whilst nurturing relationships with our partners and looking for opportunities to expand the funding pipeline.

The right candidate will be a self-starter, with excellent written and verbal communications skills, who is highly motivated and passionate about ending world hunger. They must bring experience of effective grant management, securing gifts from high-value partners, and best-in-class stewardship.

KEY DUTIES AND RESPONSIBILITIES

Grant management and report writing:

- In conjunction with the Senior Trusts and Foundations Managers, develop and deliver robust grant management processes to ensure donor funds are stewarded effectively.
- Manage a portfolio of restricted grants and deliver effective grant management throughout the project cycle; liaising with country programmes to monitor projects, focusing on deliverables, grant compliance, risk management and quality assurance, in line with donor expectations
- Work with the legal and network office to draw up grant agreements with funders, and the related subcontracts with our network partners
- Work with the finance team to deliver financial reporting and coordinate timely payments to network partners
- Curate accurate, timely and compelling donor reports (narrative and financial), in line with their requirements, to demonstrate the impact of their donations
- Organise and facilitate donor reporting calls, working with technical & country team members to provide comprehensive updates

Manage and expand a pipeline of prospective and existing funders:

- Manage and expand a portfolio of trusts and foundations capable of giving up to six figure donations, by ensuring excellent standards of donor care, implementing creative cultivation and stewardship plans, and securing face to face/online meetings to deepen their connection to Action Against Hunger.
- Work with the Senior Trusts & Foundations Manager to build on our trusted partnerships, proactively engaging our existing funders to understand their evolving priorities to secure renewed and enhanced support.
- Build strong working relationships across the wider organisation to source information for funding applications, and to ensure joined up thinking around engagement and stewardship opportunities with supporters
- Be an enthusiastic and passionate advocate of Action Against Hunger, promoting and communicating our key values and mission statement in order to inspire new funders around our work and vision
- Develop and update a range of written materials, including cultivation and stewardship resources, emergency appeals, and reports, in order to showcase our work to potential prospects and funders.

Process oversight:

- Monitor progress against team plans and provide the Senior Trusts & Foundations Manager with regular updates on performance against income targets and non-financial KPIs
- Financial planning, forecasting and budget management for own trusts and foundations portfolio
- Manage all relevant supporter information on Raiser's Edge - the organisations CRM - ensuring all relevant data is recorded and updated in a timely manner, and in line with all guidelines and regulations (i.e. GDPR, Fundraising Regulator and CIOF)
- Implement clear processes and systems for financial handling and acknowledgement of donations received from trusts and foundations

PERSON SPECIFICATION

EXPERIENCE REQUIRED

ESSENTIAL

- Knowledge and interest in international development issues
- Experience of producing high quality written communications, compelling emails, proposals and/or reports.
- Experience of multi-tasking, prioritising activities and managing own workload
- Experience of working under pressure and to strict deadlines
- Experience of maintaining and building relationships with important supporters and/or stakeholders
- Experience of working collaboratively within a team
- Clear and confident telephone manner, with ability to speak with confidence to potential donors
- Competent in working with Word, Excel and PowerPoint
- A demonstrable personal and professional commitment to uphold the principles and practices in relation to equality, diversity and inclusion.

DESIRABLE

- Proven success in securing gifts, including grants, of £50,000 upwards from a range of trusts and foundations or high-value donors
- Experience in working within the charity sector and in particular on international development related issues
- Fluent in Arabic and experience working in Gulf States
- Knowledge of GDPR legislation and best practice in data protection
- Experience working with a fundraising database, for example Raisers Edge

THE BENEFITS

You're likely to be joining us because you're as passionate about the cause as we are. But since you're here, here are some more great reasons to work with us:

- we're all about work-life balance and are flexible so you can manage work around your needs
- if you are based in the UK we'll enrol you in our workplace pension scheme, and contribute 7.25 % to it every month if you put in at least 4%
- free Group Life Cover (Death in Service Benefit)
- interest-free season ticket and personal loans (subject to eligibility)
- payroll giving scheme
- ride-to-work scheme
- private medical insurance
- free health cashback scheme, including dentist, optician and physiotherapy appointments
- online shopping discount schemes and discounted gym and health club membership
- annual staff recognition awards with gift voucher prizes
- employee advice line – free confidential access to financial and legal advisors as well as telephone, online or face to face counselling sessions
- organisational sick pay – starting at four weeks full pay plus two weeks half pay, increasing with service
- 25 days holiday plus eight bank holidays, increasing with service after two years. You can also buy up to five extra days of annual leave each year, and the option to use bank holidays at Christmas and Easter at other times of the year to celebrate other religious cultural events instead
- enhanced maternity/adoption/paternity pay
- up to five days paid carers' leave
- up to 24 hours paid leave per year for employer-supported volunteering

- It's our policy to offer successful candidates the bottom of the advertised range. But if a candidate's current or most recent salary is higher, we'll increase our offer within the advertised range (subject to our standard referencing process).
- If you require additional support or reasonable adjustments to enable you to participate in our recruitment process, please don't hesitate to email Maria Franklin, HR Director, at m.franklin@actionagainsthunger.org.uk.
- As part of our recruitment process we collect and process some personal data about candidates. We're committed to being transparent about how we collect and use this data. For more information see our candidate privacy statement which is available on our website.

Our values and commitment to safeguarding

Action Against Hunger UK is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and local communities with whom Action Against Hunger UK engages. Action Against Hunger UK expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Action Against Hunger UK also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, you confirm your understanding of these recruitment processes.

“MUNIRA WAS VERY SICK. BUT NOW, I AM SO HAPPY, SHE RUNS AROUND AND PLAYS.

“ACTION AGAINST HUNGER HAS HELPED US A LOT.”

- Medina, Somalia

