



## Job Description

<b>Job Title:</b>	Development Manager (Trusts and Foundations)	<b>Job Ref:</b>	ORNC – 25042024DMTF
<b>Department:</b>	Development Team	<b>Location:</b>	Greenwich, London, SE10
<b>Salary:</b>	Up to £37,500	<b>Contract Type:</b>	Full Time - Permanent
<b>Hours:</b>	35 Hours per week	<b>Annual Leave:</b>	25 days plus bank holidays
<b>Reports to:</b>	Head of Development		
<b>Staff Management:</b>	Management of volunteers or work placements at events and as required		
<b>Relationships:</b>	<ul style="list-style-type: none"><li>• Funders</li><li>• Development Manager (Individual Giving)</li><li>• Database and Gifts Officer</li><li>• Marketing, Communications &amp; Commercial teams</li><li>• SMT and Trustees</li></ul>		
<b>Role Purpose:</b>	The Greenwich Foundation for the Old Royal Naval College has the ideal opportunity for a dynamic individual who wishes to play a hands-on role in engaging supporters with heritage, history and public engagement. The Development Manager will manage the strategic development of Trusts and Foundations fundraising, identifying opportunities to drive growth in this area. The post-holder will oversee income generation from grant-making organisations and ensure timely reporting to funders.		

## KEY RESPONSIBILITIES

### Fundraising

- Drive growth of Trusts and Foundations income especially at the five- and six-figure level, with a particular view to supporting unrestricted income and major projects in the organisation's pipeline.
- Proactively manage a personal portfolio of Trusts and Foundations, regularly meeting and engaging with prospective funders to pitch proposals and check-in around expectations.
- Liaise with key internal stakeholders to develop accurate, compelling funding applications in line with deadlines set by funders.
- Build lasting relationships with funders in order to establish opportunities for multi-year income generation.
- Drive the Trusts and Foundations prospecting process and increase the range of prospects approached for support, utilising prospect research tools and securing introductions from our network.
- Work closely with the Head of Development to define funding opportunities and articulate a bespoke case for support, according to funder requirements and the strategic priorities of the organisation.
- Lead on the co-ordination and creation of engaging stewardship reports and letters in order to communicate impact back to our supporters and work with the Head of Development to define further donor recognition opportunities.

- Monitor reporting deadlines and ensure that all grant reports are submitted promptly in accordance with the grant terms and conditions.
- Where appropriate, ensure that individual contacts within Trusts and Foundations are included in strategic communications and engagement activities.
- Contribute to strategy and planning of our annual donor events programme, creating unique and high-level opportunities for donors to engage with the site.
- Attend donor events to develop a rapport with our supporters and ensure events are run to schedule and guest requirements are fully met.
- Support Head of Development on developing major and principal gift proposals as needed.
- Support the strategic development of statutory funding bids, in particular with the National Lottery Heritage Fund.
- Work closely with the Head of Development to define and launch new funding opportunities.
- Support the Head of Development in management of the American Friends of the Old Royal Naval College as needed.

### **Strategy and Planning**

- Agree KPIs and objectives with the Head of Development, and plan and implement a strategy to meet them.
- Ensure bespoke engagement plans are in place for managed prospects and donors, as well as documented proposals in order to feed into budget forecasting.
- Oversee the implementation of reporting and evaluation strategies across Trusts and Foundations fundraising in order to optimise performance.
- Prepare regular and ad hoc reports for the Trustees and Chief Executive as needed.

### **Operations**

- Ensure all Trusts and Foundations income is accurately recorded on the database and donors are appropriately thanked in a timely manner.
- Ensure that income is recorded accurately for the purposes of KPI and budget reporting.
- Ensure that an accurate record is kept of gift agreements, grant terms and conditions and agreed recognition with trusts and foundations.
- Ensure all Trusts and Foundations donor recognition details are effectively administered and updated on the website and in print materials, in line with the donors' wishes.
- Maintain accurate records of all activity, including logging actions, prospect and gift information on Access CRM in compliance with GDPR legislation and internal policies and procedures.
- Record and monitor any budget expenditure in an accurate and timely manner and ensure all invoices are reviewed and approved by the Head of Development in good time.
- Build strong internal relationships and participate in the day-to-day work of the organisation – such as reporting, attending Team and Project meetings as required, and taking a flexible approach to general administrative and support tasks.
- Manage relationships with any relevant third-party suppliers as needed.

### **Other**

- Any other duties commensurate with the scope of the role as required by the Head of Development.
- Occasional need to attend events outside of office hours, usually on-site on weekday evenings.



## PERSON SPECIFICATION

### Development Manager (Trusts and Foundations)

Experience, Skills and Knowledge	Essential	Desirable
Significant experience of trusts and foundations fundraising	✓	
Proven experience of making successful applications to funders, including writing engaging bids using clear and appropriate language, and face to face presentations.	✓	
Demonstrable experience of personally securing grants at the 5-figure level	✓	
Experience of prospect research	✓	
Sound understanding of the interests and working methods of trusts and foundations.	✓	
A determined and results-focused individual, with a track record of achieving targets.	✓	
Ability to work effectively within a small team.	✓	
Good IT skills including sound working knowledge of a fundraising database and all MS Office packages.	✓	
Experience of working in the arts & heritage sector.		✓
Experience of statutory fundraising.		✓
Experience of securing funding from corporate foundations and/or through corporate partnerships.		✓
Outstanding writing and proofreading skills.	✓	
Excellent project management skills and strong organisational skills.	✓	
Focused and methodical working approach.	✓	
Ability to work independently on projects and take initiative to secure new funding.	✓	
Excellent numeracy with an ability to work with internal and external financial documents, ability to assemble budgets for fundraising applications.	✓	
Ability to meet deadlines, plan, prioritise and work under pressure.	✓	
Excellent communication and presentation skills.	✓	
Ability to deal tactfully and diplomatically with a wide range of people across the Old Royal Naval College, including Board members, site partners, donors, and senior staff.	✓	
Demonstrable experience of managing, appraising and motivating staff.		✓
Highly developed presentation skills.	✓	
Discreet with an understanding of the need to maintain confidentiality.	✓	
Personal Qualities	Essential	Desirable
To demonstrate commitment to the organisation's values.	✓	
Highly motivated and proactive, with excellent interpersonal skills.	✓	
Able to maintain productive working relationships with external and internal contacts and providers.	✓	
Ability to work independently and remain calm under pressure,	✓	
Ability to reach decisions and judgments based upon balanced assessment of the technical, business and human factors involved.	✓	
Discreet with an understanding of the need to maintain confidentiality.	✓	
Respect for equality of opportunity, diversity and inclusion with practical ideas for their implementation within the scope of the post.	✓	
Demonstrable experience and ability to work within a high performance environment and to deliver KPIs as defined.	✓	