

Position	Fundraising Manager - Trusts and Foundations
Location	Hybrid: London office
Reporting Relationship	Director of Fundraising and Partnerships
Salary	£40k
Contract	Fixed term – 18 months
Hours	Full time
Start date	ASAP

Role Purpose

BEO's Fundraising Manager will be responsible for securing targeted income from Trusts & Foundations.

Responsibilities

- To write compelling funding proposals for Trust & Foundation funders, co-ordinating expertise from across BEO and its external advisory and / or delivery partners for the development of bids.
- To develop and maintain a steady pipeline of prospective Trusts & Foundations with a runway of 24+ months, horizon-scanning for new, suitable new opportunities as they arise.
- To write reports for BEO and its Board of Trustees as well as for the Trusts & Foundations funders.
- To steward positive relationships with key contacts at Trusts & Foundations, ensuring BEO's approaches to funding are based on mutual alignment of mission and objectives.
- To work closely with the Director of Fundraising and Programmes and ensure that BEO's annual Fundraising targets from Trusts & Foundations are met.
- To support the Director of Fundraising and Programmes with the overall development of BEO's Fundraising function.
- To support with the recruitment and management of new staff to deliver BEO's Fundraising activities as the team grows.
- To perform Due Diligence on prospective funders in accordance with BEO's established Ethical Partnerships Policy, Due Diligence Procedure and its Fundraising Policy.
- To manage BEO's CRM system for the Fundraising team, ensuring records are kept up to date and that prospective and live funders are communicated to at appropriate intervals.
- To collaborate with other BEO teams and staff members, co-ordinating a joined-up approach to and exploring new prospects for fundraising through Trusts & Foundations.

This job description is not exhaustive. The postholder may be expected to take on additional tasks within scope of the role.

Experience	Essential	Desirable
A proven track record of securing large-scale, multi-year, 6-figure funding from Trusts & Foundations for purpose-driven third sector organisations, consistently meeting ambitious targets.	x	
Demonstrable experience of securing funding through bids for unrestricted income as well as restricted income for programmes / projects, including setting budgets for both.	x	
Extensive experience of building and sustaining long-term relationships with relevant Trusts & Foundations, which the candidate can bring to and introduce to BEO.	x	
Experience of working in a busy, fast-paced environment while managing a demanding workload with multiple deadlines and co-ordinating input from a range of stakeholders.	x	
Fundraising experience for an organisation focused on racial equality, especially for Black communities.		x
Team management and leadership experience.		x
Abilities	Essential	Desirable
Target-driven and focused on personal excellence, taking pride in achieving successful outcomes to contribute to an organisation's vision and mission.	x	
The ability to build rapport and trust with diverse internal and external stakeholders at all levels.	x	
The sensitivity to deal with complex issues such as racial inequality, its historical roots and its impact on Black communities in the UK.	x	
The ability to work to tight deadlines	x	
The aptitude to assimilate and manage substantial amounts of information, e.g., when performing Due Diligence on prospective funders and co-ordinating the fundraising CRM system.	x	x
Skills and knowledge	Essential	Desirable
Exceptional written skills, with demonstrable success in the development of funding bids, including researching, writing, co-ordination of stakeholder expertise and report-writing.	x	
Adept at understanding different points of view, finding common ground and articulating a compelling argument for collaboration.	x	

Sound knowledge of the third sector fundraising landscape in relation to Trusts & Foundations.	x	
Meticulous organisation, time management, planning and co-ordination skills.	x	
A demonstrable commitment to equality, diversity and inclusion with a strong understanding of systemic racism experienced by Black communities in the UK.	x	
Knowledge of Salesforce or another similar CRM.		x