

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Fundraising Planning Manager	PAY BAND:
FUNCTION:	Fundraising & Marketing	Support Delivering
THE TEAM:	The Supporter Performance and Operations Team drive and support our fundraising performance. We partner with colleagues to improve the quality and efficiency of our fundraising activities.	Specialist/Managerial Technical Lead/Function Head Senior Leadership Team

WHERE YOU WILL FIT

CEO	Director of Fundraising & Marketing	Deputy Director of Fundraising	Fundraising Planning Manager
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Young people need us more than ever and we will be there for them. You play a critical role in raising the funds we need to help young people. You'll work closely with the Senior Fundraising and Marketing Team to develop and implement the strategic fundraising and marketing plan that enables our support to young people right across the UK.

WHAT WILL YOU DO?

-  Work as a close critical friend to the Senior Fundraising and Marketing Team to develop, implement and manage our fundraising and marketing strategic plan.
-  Lead the implementation of the fundraising and marketing operating-plan framework across the department, including key priorities, activities, dependencies, budgets and KPIs.
-  Facilitate a portfolio-management approach to reviewing and managing our fundraising activities, ensuring that resources are allocated and aligned with strategic priorities.
-  Proactively manage fundraising-wide governance processes and internal reporting, such as the risk register and reports to the Executive Leadership Team and Trustees.
-  Manage fundraising and marketing-wide projects that are a priority or of strategic importance, ensuring that they remain on track and are delivered to a high standard.
-  Ensure that the calendar and structure of our fundraising and marketing leadership activities align with and contribute to the strategic plan.
-  Work closely with the EA to the Fundraising and Marketing Director, the Finance team and the Chief Executive's Office to ensure close alignment with organisation-wide planning.
-  Manage structured, department-wide internal communications that engage the full function and align with fundraising and marketing priorities.
-  Actively contribute to an equitable, diverse and inclusive workplace.

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
First-rate planning and project management skills	To prioritise and manage multiple fundraising projects and keep the strategic plan on track
Strong analytical skills and ability to create themes and priorities from complex, inter-dependent activities	To be able to take complex information, plans and dependencies to help inform clear priorities and decision points
Excellent interpersonal skills and a great communicator, including simplifying complex messages	To be able to understand different team priorities and communicate our overarching plans and progress against them
Comfortable in working quickly with numbers and developing compelling narratives	You will work in a fundraising environment and help set and manage KPI's
Experience	Why do we need this?
Strong experience in effectively working with multiple stakeholders and working collaboratively at all levels of seniority	To effectively work alongside stakeholders at all levels of seniority to meet shared goals
Proven experience in producing and managing plans to a high standard	Your role is responsible for managing our fundraising strategic plan and implementing a planning framework
Working within a fundraising or sales-driven environment	You will be working within the fundraising teams with colleagues across a range of disciplines
Working in a fast-paced environment, balancing multiple deadlines, complex projects and competing priorities	The position will assess projects and plans in a dynamic environment to be able to prioritise, make decisions and escalate where appropriate

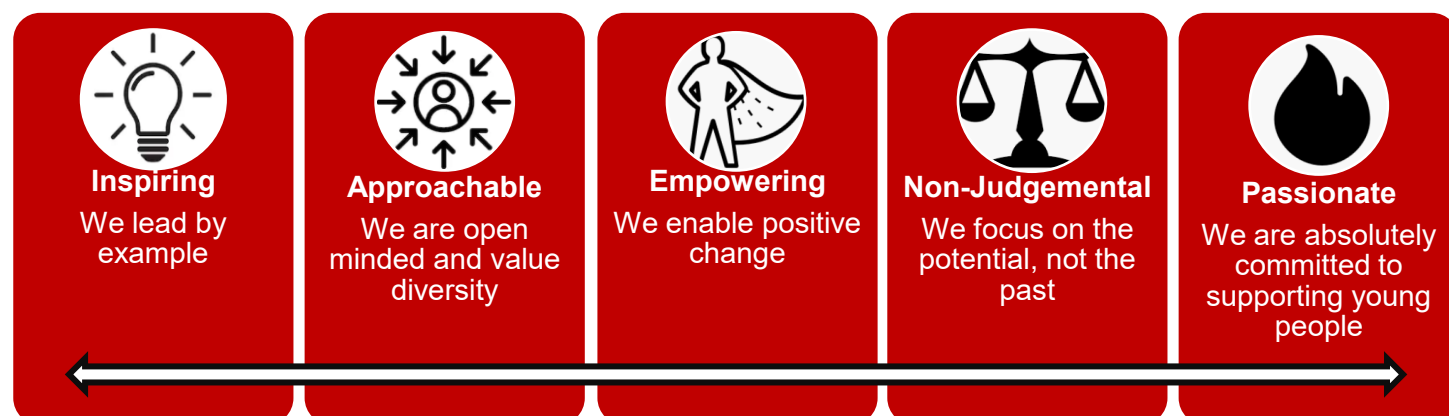
WE WOULD LOVE IT IF YOU COULD DO THIS

Skills & Knowledge	Why do we need this?
Ability to influence, support and constructively challenge at a senior level	The role will be a close critical friend to members of the fundraising leadership team
Experience	Why do we need this?
Experience supporting the development and implementation of portfolio management frameworks and governance processes.	This role will facilitate & steward our portfolio management approach to fundraising activities across the Department
Experience embedding new frameworks, processes, or ways of working across teams.	To be at the heart of driving continuous improvements and positive transformational change

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through a passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values	You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance your own development and build expertise You role model a positive and constructive approach to giving & receiving feedback You support others in adapting to change	You're approachable, clear and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding	You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions	You translate The Trust's long-term vision and strategy into actionable plans & targets You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.