

SHAKESPEARE BIRTHPLACE TRUST

JOB DESCRIPTION

Job Title: Grants & Trusts Manager

Reporting To: Head of Grants & Trusts

Job Purpose:

This post sits in the Development department, which is responsible for securing income to sustain and grow Shakespeare Birthplace Trust's work. You'll be working in a small, fast paced team that needs to be flexible to opportunities as they arise.

This role will report to the Head of Grants & Trusts to drive new business and build the pipeline of trusts and foundations in the UK and internationally. You will have specific responsibility to secure income to support Shakespeare Birthplace Trust's strategic priorities, including its award-winning learning and outreach programmes and transformational capital projects.

Knowledge, Skills, and Experience

- Track record of securing five-figure and six-figure donations from grant-making trusts and foundations and statutory bodies.
- Track record of actively managing a portfolio of over 50 prospects in the heritage sector or in UK Higher Education.
- Track record of developing and writing successful funding applications with accurate budgets, for five-figure and six-figure bids.
- Experience of developing grants fundraising plans to support revenue and capital projects.
- Experience of working to income targets, monitoring and reporting on income progress.
- Experience of working closely with senior staff, building trust to encourage access to their networks.
- Knowledge of grant-making trusts and foundations and public funding bodies, their funding criteria and how they operate.
- Working knowledge of the UK's funding environment as well as the arts, culture, and heritage sectors.
- Be able to demonstrate an understanding of the wider work of Shakespeare Birthplace Trust
- Gravitas and presence to be able to inspire and motivate others - internally and externally.
- The ability to work with creativity, charm, maturity, and a sense of humour.
- Highly motivated with the ability to work independently and use initiative
- A passion for Shakespeare and heritage.

Key Responsibilities

Operational Accountability

- Build excellent relationships with grant makers that can support Shakespeare Birthplace Trust in a significant way and in the longer-term.
- Manage a portfolio of trust and foundation donors and prospects, developing a bespoke strategy for each, creating, and delivering solicitation and stewardship plans that reflect these strategies.
- Write compelling cases for support and taking the lead on writing funding proposals, including appropriately detailed and accurate budgets and timelines.
- Ensure all activity is in line with Shakespeare Birthplace Trust policies and guidelines, and with legal requirements and sector best practice.

- Regularly use the CRM database, Salesforce, to track relationships, record prospects, approaches, and proposals, and keep accurate records of communications.

Financial Responsibility

- Proactively identify opportunities across the charity to grow grants income and work with colleagues in developing these into compelling propositions for external funders.
- Develop innovative, high quality fundraising plans and applications to support revenue and capital projects.
- Work to income targets and regularly monitor and report on income progress.

Stewardship

- Ensure that funders are well stewarded including through timely and informative reports, meetings, and regular conversations.
- Represent the Development Department on identified Project meetings and cross-departmental working groups.
- Support the Head of Grants & Trusts, Director of Development, Chief Executive and Trustees in the cultivation and stewardship of major grants and trusts prospects.

Team and Personal Development

- Manage staff and volunteers as required.
- Collaborate with the Head of Grants & Trusts and Director of Development, and all members of the team to develop strategies and supporting plans to identify and engage funders across the portfolio of supporters and raise income.
- Be an active member of the Development Department, helping to deliver cultivation and stewardship events.
- To undertake other reasonable duties as directed by the Head of Grants & Trusts and Director of Development as work develops and opportunities emerge.
- Ensure all activity is in line with Shakespeare Birthplace Trust policies and guidelines, and with legal requirements and sector best practice.
- Participate in the provision of the safe working environment, adhering to the Company's Health and Safety policies always.

Values

You will display the Trust's values during your time at work, your interactions and communications, as follows:

- **Outward-facing** - Embracing and promoting engagement, openness, inclusivity and diversity
- **Ambitious** - Exuding ambition, action and forward thinking
- **Innovative** - Celebrating and exploring ideas, imagination, dialogue, adventure and achievement
- **Collaborative** - Working effectively together to ensure Shakespeare's legacy, relevance and impact
- **Excellent** - Pursuing excellence in all we do
- **Responsible** - We act responsibly, in the best interests of the Trust, embracing ownership and accountability

Job Description Agreement

The Shakespeare Birthplace Trust retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the Trust.

This job description was prepared in April 2025 and may be amended in light of changing circumstances following discussion with the post holder.