

Willen Hospice Job Description

Job Title: Trusts & Foundations Manager	Department: Business Development
Reports To: Associate Director Band: C1	Hours: 35 hours, Flexible working considered (with occasional evening and weekend work)
Main Purpose of the Job: To lead on Willen Hospice's trusts & statutory fundraising strategy to manage and grow income. To account manage and steward our current trust portfolio, whilst also seeking new income from statutory sources and trusts funders. Researching and developing complex and engaging funding proposals for unrestricted and restricted projects, collaborating with clinical teams to secure funding for specific projects, and securing income for capital purposes.	
Key Accountabilities: <ol style="list-style-type: none"> 1. Lead on the trust and statutory fundraising strategy of Willen Hospice in line with wider organisational strategy and the fundraising strategy; including securing five and six figure donations, multi-year funding, and writing business cases to attract funding from local statutory sources. 2. Account manage and steward existing trust and statutory donors, including sending applications, updates and managing income. 3. Collaborating with clinical teams and members of the SMT to create new and innovative funding proposals. 4. Creating a pipeline of potential donors through robust and regular research of funding opportunities. 5. Promoting and encouraging the generation of restricted income (especially budget relieving) within the Business Development Team and across the wider organisation. This includes Chairing the Quarterly Restricted Funding Forum to maximise the potential of restricted funding. 6. Overseeing the stewardship offering for trust and statutory donors, including written reports/updates, invitations to visit, and attendance at supporter events ensuring all supporters have a positive experience of engaging with the Hospice & strong relationships are maintained. 7. Responsible for creating and delivering a delegated budget for Trusts and Foundations. Produce and maintain accurate records of all income and expenditure. Report on variances to the Associate Director of Income Generation. Take responsibility for financial targets ensuring KPIs are achieved. 8. Work with the finance team and project leads to create accurate project budgets and to ensure secured income is spent in compliance with funding agreements. 9. Recording all trust and statutory data on the fundraising database and running reports to track income and trends. 10. Keeping records of secured and received income and writing reports as required for SMT and Business Development meetings. 11. Act as the specialist point of reference for the Hospice in relation to Trusts and Foundations fundraising, providing advice and recommendations on this to colleagues, the Senior Management Team and Trustees. 12. Play an active role in the fundraising team and wider Business Development department, developing strong 	

relationships with colleagues.

13. Undertake other duties as requested by the Associate Director.

Code of Conduct for all Employees

1. To operate at all times within the Willen values.
2. To act in a way that promotes the wellbeing of staff, volunteers, patients and families.
3. To work constructively with colleagues and stakeholders at all times.
4. To act as an ambassador for Willen at all times
5. To maintain confidentiality at all times
6. To participate in annual Appraisal and attend any training identified.
7. To attend all mandatory training, e.g. fire training, moving etc.
8. To abide by the Policies and Procedures of Willen Hospice.

Employee to sign and return a copy of the Job Description to the People Services Department in acceptance and understanding of the role requirements.

Employee's Name (Please print) and signature Date

Employee Specification Matching Form

Job Title: Development Manager	Department: Business Development
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Consider the type of person required to perform in the role overleaf. Please indicate those requirements that are essential and those that are preferred on the form below:

Factor	Requirement
1	Communication & Relationship Skills Excellent communication, networking and relationship building skills. Excellent command of English language with ability to write high-calibre, persuasive and compelling applications. Ability to adapt style for different audiences and have exceptional attention to detail. Ability to develop sustainable external partnerships with funders to grow net income for the charity. Team player who can work cross-departmentally to write applications for grants for a range of stakeholders. Expected to write about services, the impact of services on patients and their families, write up and collect case studies/testimonials with sensitivity.
2	Knowledge, Training & Experience Minimum 2 years' experience in Trusts & Foundations Fundraising or statutory bid writing. Proven track record of securing funding. Professional level specialist knowledge of Trusts and Foundations desirable. High level of computer literacy including Microsoft Office and CRM. Good numeracy skills.
3	Analytical & Judgmental Skills Ability to analyse areas across the Hospice that could attract funding. Ability to judge which Trusts and Foundations to approach, considering resource and analysing complex criteria to ensure a targeted approach, presented accurately. Overseeing restricted funding opportunities, which includes making judgements on matching projects with funders to have the strongest chance of being successful.
4	Planning & Organising Skills Planning activities up to three-years in advance through the trust fundraising strategy and, where appropriate, for multi-year funding. Co-ordinating resources and people. Planning regularly includes other departments and external bodies.
5	Physical Skills Regular keyboard use and required to drive on company business.
6	Responsibility for patient or client care Limited patient contact but expected to assist during incidental contact.
7	Responsibility for Policy/Service Development Takes the lead in developing the strategy for the Trusts Foundations fundraising income stream. Initiates and leads improvements and provides advice and recommendations to SLT and Trustees on trust fundraising as internal specialist. Expected to follow given policies and procedures.
8	Responsibility for Financial & Physical Resources Delegated budget holder for Trusts & Foundations. Will be able to lead on income from trusts and foundations. Will need to lead on departmental budgets relating to Trusts and hold accountability for achieving agreed funding targets (unrestricted, restricted and budget relieving) including funding requests for capital building projects. Occasional handling of cash/donations.
9	Responsibility for Human Resources Works with volunteers and supporters in line with business need. Guide and advise others as required acting as internal expert about trust and statutory income.
10	Responsibility for Information Resources Experience of databases required, ideally CRM. Responsible for utilising the CRM database – data entry, tracking income, comms and identifying opportunities for cross selling. Runs reports to track trends & income and report back to donors.
11	Responsibility for Research & Development Researching new fundraising opportunities for trusts and foundations. Chairing the Restricted Funding Forum to match potential donors to new projects/capital items (budget relieving and capacity building).
12	Freedom to Act Role is managed, rather than supervised and the jobholder will decide how expected results will be delivered, operating proactively the Hospice specialist in this area. Operates within organisational policies and guidelines
13	Physical Effort Occasional requirement for moderate lifting, e.g. at events and moving promotional material, large stationery items, etc.
14	Mental Effort Work pattern can be unpredictable, with regular interruption. Complex written tasks

		require prolonged concentration.
15	Emotional Effort	Will be required to research and write about the impact of palliative and end of life care on a regular basis.
16	Working Conditions	Appropriate working conditions with regular use of VDU.