

## JOB DESCRIPTION

|                              |                                                                         |
|------------------------------|-------------------------------------------------------------------------|
| <b>Job Title</b>             | <b>Trusts and Foundations Manager</b>                                   |
| <b>Department</b>            | <b>Partnerships and Philanthropy</b>                                    |
| <b>Reporting to</b>          | <b>Head of Partnerships and Philanthropy</b>                            |
| <b>Line Manages</b>          | <b>Senior Trusts and Foundations Officer</b>                            |
| <b>DBS check requirement</b> | <b>Basic</b>                                                            |
| <b>Location</b>              | <b>Avonmore Road, London W14 8RR (with hybrid working) or Homebased</b> |

### Our vision

Every older person can afford to live well.

### Our mission

We stand with older people in financial hardship, offering urgent help today, and shaping a fairer, more secure tomorrow.

### JOB PURPOSE

The Trusts and Foundations Manager will lead on the implementation and continued development of our ambitious strategy to secure significant long-term funding at the six and five figure level from Trusts and Foundations.

The postholder will collaborate with colleagues from departments across the organisation to understand the issues faced by older people living in financial hardship, develop their knowledge of our services, identify funders, and produce winning applications with multi-year funders who share our ambition to support older people living in financial hardship.

### KEY RESPONSIBILITIES

- Manage and further develop our trusts and foundations programme
- Undertake detailed prospect research and manage an accurate pipeline of funding opportunities
- Proactively network and build relationships with new supporters
- Work with trustees and senior staff to undertake network mapping and secure introductions to prospects
- Collaborate with colleagues to produce and submit high quality funding applications, ensuring they provide an accurate and compelling case for support
- Build an ambitious portfolio of funders by securing predominantly six figure multi-year funding from trusts and foundations
- Ensure existing funders are stewarded, retained, and grown through first class cultivation plans
- Ensure all information relating to your work is recorded on appropriate systems in an accurate and timely manner
- Ensure all income is banked in an accurate, compliant, and timely manner
- Be accountable for the analysis and evaluation of performance information, income & expenditure, monitoring and reporting against objectives, outcomes and KPIs for internal and external audiences

- Contribute to the annual financial and operational plans for Trusts and Foundations
- Demonstrate collegiate, empowering and inspirational leadership by;
  - providing effective performance management of any reports with agreed objectives and development plans in place to enable them to perform their roles effectively
  - effectively managing any budgetary or financial responsibility, embedding a culture of financial awareness and scrutiny
  - maintaining compliance and adherence with all processes to ensure good governance

## Management

- Champion Equity, Diversity and Inclusion in all that we do
- Demonstrate empowering and inspirational leadership and effective performance management of line reports, with agreed objectives and development plans in place, to enable them to excel
- Effectively manage budgetary or financial responsibility and support the embedding of a culture of financial awareness and scrutiny
- Maintain compliance and adherence with all processes to ensure good governance

## General Responsibilities

- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Model and embed Independent Age's values and behaviours
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy
- Undertake any other duties commensurate with the level of the role

## How We Work

At Independent Age, we live by our values and EDI principles.

Our **values** are:

- **Trusted** - a culture based on reliability and mutual respect
- **Empowering** - an inclusive approach that helps people thrive
- **Transformative** - a commitment to meaningful, intentional change towards shared goals

To put our **EDI Principles** into practice, we will:

- proactively challenge ageism and all other forms of inequality and discrimination throughout all our work
- celebrate and champion diversity within and outside our charity
- create a culture where everyone knows that they belong
- ensure our leaders act as role models and champions
- promote equity of opportunity for our staff, volunteers and the people who use our services
- ensure our EDI plan is integral to our annual planning processes to ensure that we deliver our goals
- collect data on diversity and inclusion to enable us to inform our work and review our progress and impact
- be accountable and transparent about our progress
- use our influence to proactively champion EDI internally and with external partners
- continuously improve, adopt best practice and learn from and share with others

## PERSON SPECIFICATION

### You must have:

- demonstrable experience of successfully securing six and five figure gifts from trusts and foundations
- excellent communication skills - written, verbal, and presentational
- ability to analyse, understand, and translate data
- excellent organisational skills with the ability to prioritise and multitask
- proven project management skills
- excellent influencing and negotiation skills
- excellent stakeholder management skills
- experience of running cultivation events
- demonstrable ability to collaborate, innovate, and take a creative approach to tasks
- attention to detail in the gathering, recording, and dissemination of information
- demonstrable experience of database management
- a demonstrable passion for and affinity with our cause
- ability to occasionally work out of hours when necessary

### Ideally you will have:

- line management experience
- formal training / a qualification in trusts and foundations
- demonstrable knowledge of the older people's sector