

Fundraising Manager (Trusts & Foundations)

Job Title: Fundraising Manager (Trusts & Foundations)

Hours: Full Time – 35 hours per week

Reports to: Head of Impact and Business Development

Line management responsibilities: None

Overview

As part of Youth Scotland's sustainability ambitions outlined in our new 2024-29 strategy, we are introducing the role of Fundraising Manager (Trusts & Foundations) to the organisation. This position will be instrumental in driving forward our fundraising efforts, focusing on cultivating relationships with charitable trusts, foundations, and grant-making bodies to secure sustainable income for the organisation. In addition to managing trusts and foundations, the post holder will explore corporate fundraising partnerships and opportunities, contributing to the diversification of our income streams and ensuring the long-term sustainability of our work.

Key Responsibilities:

1. Bid Development and Bid Writing:

- Develop and manage a portfolio of funders capable of providing high-level grants, collaborating closely with the Head of Impact and Business Development.
- Lead the development and submission of high-quality funding proposals tailored to the priorities and criteria of potential funders.
- Work closely with Youth Scotland delivery teams to understand and be able to illustrate the organisation's short, medium and long-term funding needs and demonstrate impact.
- Work closely with members of the Senior Leadership Team (SLT) and programme/area-based staff to co-develop new project ideas, or refinements to existing projects, to meet the emerging needs of young people and our member youth work organisations.

2. Leadership of Trusts and Foundations function:

- Lead the strategic planning and delivery of the Trusts and Foundations function, and take responsibility for scoping, prospect research, application development,

report writing and grant management alongside the Head of Impact and Business Development.

3. Relationship Management:

- Cultivate and maintain positive relationships with existing and prospective funders, including charitable trusts, foundations and grant-making bodies, drawing upon best practices observed in similar roles.
- Implement effective funder relationship strategies, including written communications, face-to-face meetings and events where appropriate, to build on engagement and support.
- Alongside the SLT, share responsibility for all requirements of funders in the portfolio including impact reporting, financial monitoring and reporting.

4. Budgets and Performance Monitoring:

- Work to agreed KPIs, with regular reviews scheduled.
- Work with SLT, programme and finance teams to agree budgets, monitor performance against targets and prepare timely reports for funders and internal stakeholders.
- Review and analyse income performance, explaining any variances and providing regular updates on income and expenditure.
- Ensure robust and practical monitoring and evaluation plans are in place to demonstrate the impact of grants and report effectively to funders.

5. Systems and Processes:

- Alongside HIBD, support the ongoing development of a comprehensive pipeline and work to an agreed activity plan.
- Lead internal meetings to present funding opportunities and co-ordinate bid development efforts.

6. Youth Scotland Strategy:

- Play a key role in developing and implementing a Finance and Sustainability strategy, aligned with Youth Scotland's overall strategic aims and ambitions.
- Support the organisation's growth and development by identifying wider opportunities for strategic partnerships and fundraising initiatives, including the exploration of corporate fundraising partnerships.

General Responsibilities:

- Work collaboratively as part of the wider Youth Scotland team, contributing to a culture of continuous improvement and innovation.
- Comply with all relevant policies, procedures, and regulations, including those related to fundraising best practices and data protection.

This job description outlines the primary responsibilities of the Fundraising Manager (Trusts and Foundations) role at Youth Scotland, as a new position within the organisation. Specific objectives and tasks may be subject to review as part of an ongoing review of this role.

Youth Scotland is committed to promoting equality, diversity, and inclusion in employment.