

JOB DESCRIPTION

Job Title:	Trusts and Grants Manager
Department:	Fundraising and Development
Job Title of Line Manager:	Head of Fundraising and Development
Direct Reports (if any):	n/a

Job Summary: (Brief summary as to why the role exists)

As we embark on the delivery of our exciting five-year strategic plan, The Next Five Years, the Trusts and Grants Manager will play a critical role in research, creating a compelling case for support and generating funds through applications, proposals and relationship management with a broad range of local, regional and national Trusts, grant-making organisations and statutory bodies to achieve the bold ambitions and objectives in this new chapter for the organisation.

The postholder reports to the Head of Fundraising & Development, working closely with the Corporate Development Manager, Senior Individual Giving Officer and Fundraising & Development Coordinator. The team's Senior Management lead is the Creative Director.

The role is expected to work closely with colleagues in the Creative Partnerships, New Musical Theatre, New Work & Artist Development and Festivals teams.

What does success look like in this role?

- Takes a lead role with the Head of Fundraising & Development in transforming our strategy and funding success with Trusts and Foundations, maximising income growth in support of our artistic programme and the wider ambitions of the strategic plan.
- Plays a pivotal role in generating funds for our capital redevelopment project over the next 5 years.

Role specific

Strategy, Applications, Reporting and Research

- In conjunction with the Head of Fundraising & Development, develop an income generation strategy for Trusts and Grants that increases fundraised income and funder engagement in line with the organisational plan.
- Manage all Trusts and Grants research, identifying and filtering potential funders, using all available tools such as online directories and portals, grant newsletters, historical application data, our Trustees and their wider networks, your own knowledge and desk research.
- Develop and maintain a pipeline of potential trust and grant donors based on identified needs, including artistic and capital projects.

- Take a lead role in the process to create and write the case for support for specific areas of our artistic work, with support from colleagues in those areas, shaping proposals and applications to suit each grant maker.
- Manage the drafting and refining of a wide range of applications and proposals, including working across teams to develop and complete multi-year bids for support from Trusts & Public Grant Givers.
- Identify other grant and fundraising opportunities as relevant such as contract for services and social investment.
- Take a lead on reporting against successful fundraising applications, working closely with colleagues to ensure accurate capture of required insight and data, case studies, income and expenditure as required.
- Compile and share impact and activity reports, contribute to department Board report in line with the business plan aims and financial targets and any other internal or external reporting as required.
- Ability to produce relevant documentation on grant funding opportunities for department Head, Senior Team and Trustees in easily digestible formats.
- Undertake broader cross departmental research as required, including but not limited to environment setting statistics, use of evaluation data, local authority reports and bulletins.
- Build productive relationships with the Executive team and, as appropriate, Trustees to maximise the fundraising potential of wider networks.

Marketing and Communications

- Work closely with colleagues in Marketing and Communications to identify and activate all appropriate opportunities to the benefit of fundraising through Trusts and Grants.
- Optimise the presence of grant-maker information on a selection of webpages with compelling case studies, relevant fundraising information and appropriate accreditation.
- Represent the Hippodrome at internal and external networking events on a regular basis, to promote the values of Birmingham Hippodrome, its charitable status and its fundraising aims.

Business Systems and Sector Knowledge

- Develop an excellent working knowledge of Tessitura (CRM) and other business systems to ensure accurate and comprehensive administrative, financial and communications systems and procedures are in place to support the success of the Trusts and Grants strategy.
- Utilise our systems to best effect to track grant applications, next steps, management, outcomes and trends, using data to support an active and intelligent fundraising strategy, with data-driven decision making.
- Maintain competitor knowledge related to Birmingham Hippodrome, grant investment in the region and share updates with colleagues where relevant.
- Make a significant contribution to the delivery and development of Hippodrome grant-maker networks working with Head of Fundraising & Development and Head of Organisational Strategy helping to ensure the maximum return on stakeholder relationships.
- Comply with and be an advocate for all statutory and Hippodrome requirements in areas such as GDPR, safeguarding, dignity at work, inclusion and anti-racism
- Lead on Fundraising Regulation and Compliance related to Trusts & Grants.

This role will deputise for the Head of Department where required. The role will be expected to perform other reasonable duties as assigned by the Head of Department.

Expectations for all Manager level roles

Strategy

- Communicates and implements strategy to team members.
- Ensures the strategy is achieved by putting the plan into practice.
- Overall day to day operational management of a team (or in exceptional cases – an area of activity), meeting required SLAs/KPIs
- Ensures that things are done in the most efficient, environmentally friendly, and cost-effective way

Commercial/Scope

- Ensures Team meets set targets.
- Ensuring effective use of funds.
- Support the organisation's position to team members and deals with any questions/issues.

Networking

- Engages in local networks as directed.

Reporting

- Provides ad hoc or regular reports to HoD as required.

Finance

- Responsible for sign off of expenses for team members and purchases up to value of agreed by the HoD.

People

- Proven People Management Skills including effective recruitment, induction of new hires, positive coaching and conducts regular check ins with team, managing performance as required
- Able to influence and negotiate as required and build relationships with people at all levels.
- Can inspire and motivate team to achieve great results.
- Comfortable having difficult conversations as required.

What we're looking for in the ideal employee specifically for this role:-

Requirements	CORE: You will meet most of these requirements.	DESIRABLE: You should meet some of these requirements.
Relevant Experience	<ul style="list-style-type: none">• Direct experience of securing five-figure upwards grants from Trusts & Foundations.• Direct experience of initiating, building and stewarding stakeholder relationships with Trusts and grant-making bodies.• Experience of working with a target driven environment.• Experience of researching and writing high-quality, well-structured funding bids.	<ul style="list-style-type: none">• Track-record of 1-2 years' experience in a similar role managing successful portfolio of grants.• Knowledge of and familiarity with Arts Council England project grants, Grantium portal, Let's Create principles, interim & final reporting, payment requests.

	<ul style="list-style-type: none"> • Experience of balancing different projects simultaneously to meet targets and deadlines. 	<ul style="list-style-type: none"> • Experience of working in an arts or cultural charity. • Experience researching and managing a pipeline of potential funding strands from grant-makers.
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Evidence of skilled data management and CRM use supported by analytical skills to be able to make informed decisions. • A self-starter who thrives on working in a fast-paced environment and ability to meet deadlines. • Demonstrable proposal and report writing, copywriting, proofing, editing skills. • Strong literacy, numeracy and communication skills. • Up to date awareness of fundraising best-practice and legislation, especially regulatory bodies, including GDPR. 	<ul style="list-style-type: none"> • Confidence in presenting, pitching and public speaking. • Familiarity with UK arts funding and charitable landscape. • Keeps abreast of new developments and trends across the Trusts and Grants landscape, and social changes that may affect or improve successful fundraising. • Confidence in collating evidence, data and appropriate material to write reports. • Experience of working across multiple teams to good effect.
Relevant Qualifications	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Industry recognised Fundraising Qualification or equivalent training.

To be successful in this role you will need to be able to demonstrate the following: -

Our Values



Inspiring

We bring individuals, groups and communities together to share those wonderful 'goosebumps' moments: emotive, world-class, cultural experiences that ignite imaginations and inspire future generations.



Inclusive

We provide a safe and inclusive space for expression and creativity, priding ourselves on being collaborative and reflective of our city region. Inclusion is integral to everything that we do and is central to our decision-making.



People Focused

We care deeply for our staff, audiences, volunteers, partners, participants and artists and are dedicated to ensuring that any Hippodrome experience is a positive one. Our people are the beating heart of Birmingham Hippodrome.



Progressive

We are ambitious for ourselves, our partners and our city region. We aim to be the best at what we do, always looking for new ways to advance, improve and evolve whilst being mindful of our rich and vibrant history.



Sustainable

We take care with our actions, safeguarding the long-term sustainability of Birmingham Hippodrome through our work, environmental responsibilities and business practices.

Positive Behaviours for Manager level

- Feels confident enough to make suggestions for how things can be improved to create the best experience for our audiences and wider community.
- Encourages their team to present ideas for changes where necessary and gives constructive and timely feedback.
- Ensures the day to day tasks of the team are carried out in a way that is fun, and efficient and effective always seeking continuous improvement.
- Respects and encourages differences in opinion, creating a culture of positive intent without fear of blame
- Champions a culture of diversity and inclusion, knowing great teams draw on differences as strengths.
- Proactively encourages diversity within their team through ensuring a diverse mix of skills and backgrounds.
- Is able to constructively challenge any inappropriate behaviour and can confidently have a difficult conversation if required.
- Respect and value other people's ideas, experience and perspective to encourage open and considerate conversations.
- Champions a culture of personal development to help teams grow and perform, but also to support career development
- Ensures there is a great employee experience within Department which starts from the point of recruitment to the time someone leaves.
- Be open to new ideas and innovation in order to drive continuous improvement.
- Creates a culture which encourages innovation and empowers individuals to seek proactive improvement.
- Does the right thing - even when no one is looking
- Promotes sustainable and ethical practices within their team. Challenging anything which may fall short of this.
- Ensures the Hippodrome remains compliant with all relevant legislation applicable to area.