

Fundraising Manager - Trusts and Foundations

Applicant Pack



Welcome to LTSB

Thank you for considering working with us at LTSB.

It is an exciting time to join the charity as we progress through the third year of our ambitious five year strategy. If you are passionate about social mobility and motivated by supporting young people living in some of the UK's most deprived areas, this could be the charity for you!

To apply to be our **Fundraising Manager - Trust and Foundations**, please submit a CV and a personal statement (no more than two page personal statement) outlining how you fit the person specification and why you feel you can contribute to LTSB's work.

Apply [here](#), closing date 9.00 am 26th March 2025. Interview dates are likely to be 1st and 2nd April, and will be held online. Second interviews will be scheduled for the following week (if required).

If you are interested in discussing the role or the charity or want to sense check whether you have the right skills and experience in advance of applying, please contact our Director of Income Generation, Nic Skipwith at nic@ltsb.charity.

Good luck!



Pete Ward
Interim CEO, LTSB

Our four key aims are:

- **Promoting** opportunities to those from under-represented backgrounds
- **Preparing** young people for the workplace, and the workplace for young people
- **Placing** candidates in careers, stewarding and contextualising their application
- **Providing** pastoral care - a support network for the first year of their career.



About Us

LTSB is a social mobility charity that works with bright young people from disadvantaged backgrounds, ensuring they find meaningful, skilled careers – and that companies get positive, effective staff who can make a difference from their first day.

We don't just get young people jobs. We launch careers. When diverse talent is given preparation and support, they *thrive* – and longer term, that means more representative management which can better train and retain a more representative workforce. This is a charity that makes a lasting impact, both for our young people and their families, but for our employers too.

Since 2012, over 1,900 young people have been on our programmes:

- 92% have completed and 99% would recommend our programmes
- Over 1,250 of those who completed have started careers in companies like NatWest, RSM, BDO and BKL. For more information, visit www.ltsb.charity/impact

Our Values

We are **BOLD**.

- **BESPOKE:** using our authority and expertise to meet the specific needs of our stakeholders.
- **OPEN-MINDED:** respecting young people's unique differences and seeing their potential.
- **LEADERS:** enabling social mobility by challenging discrimination and inequality.
- **DETERMINED:** committed to empowering long term change.

We are a small team and who you are is just as important as what you do. As an equal opportunity employer we are looking for people from all walks of life, if you are unsure as to whether that's you, talk to us.



Job Description

Job Title:	Fundraising Manager - Trusts and Foundations
Reporting to:	Director of Income Generation
Salary:	£35,000 - £40,000
Hours:	Preference is full-time (37.5 hrs) but we are open to part-time arrangements. 2 year fixed-term contract.
Location:	Home-based but close to either Birmingham / Liverpool / London / Manchester

About the role

LTSB has grown significantly over the past few years. Our work is only possible with the generosity and commitment of our supporters. You will be joining our fantastic Fundraising team, which currently has three members, who work with trusts, foundations, institutions, companies and individuals to ensure the charity has the funds and relationships necessary to achieve our aims.

This **brand new** role will be responsible for a portfolio of trusts and foundations and you will be required to develop and grow the number of trusts, foundations and institutions we are working with.

Income from trusts, foundations and statutory sources is an important income stream for the charity and you will work closely with the Head of Fundraising to develop and execute a strategy in order to grow and retain our existing funders, as well as bring new ones on board. You will work with a range of funders including corporate and family foundations as well as institutional funders.

We're looking for someone who has experience of a similar role/s and you must have experience of grant writing. You will have great writing skills and experience of building and maintaining strong relationships and searching for new ones, whether online or in person. You will be enthusiastic, driven and creative with a can-do attitude. This role will have periods of high intensity. Being able to manage the highs and lows of trust and foundations fundraising is key.

As we all work remotely, you will also need to be a self-starter and be able to work independently. We would expect a thorough understanding and commitment to LTSB's vision, mission, and work.

The role

What we need you to do

Prospecting:

- Research and develop an ongoing prospect list ensuring an agreed minimum value, covering trusts, foundations and statutory funders
- Ensure a thorough understanding of current and future funding gaps and strategic priorities when prospecting
- Support on the areas of consultation and needs analysis in preparation for funding applications.

Writing:

- Lead on the preparation and execution of your pipeline of funding bids/applications, planning and managing the process from start to submission
- Ensure a minimum pending value on your pipeline at all times
- Case for support development, developing a compelling story of what we do, why we need ongoing support and what our impact is.

Reporting:

- Account manage a portfolio of existing (and new) funders and provide detailed reporting to partners, including impact and progress reports, as well as regular updates and stewardship activity
- Effective stewardship of all current (and prospective) funders.

Other:

- Maintain and develop knowledge of the grant giving landscape across all funder-types ensuring all fundraising opportunities are maximised
- Actively network to build relationships within the grant-giving community across our geographies (London, Birmingham, Liverpool, Manchester, Edinburgh and Glasgow), online and where relevant in-person
- When necessary, support the wider Fundraising team across all income streams to ensure income is maximised.

What you will bring

- Track record of income generation through successful grant fundraising, minimum five figures
- Track record of consistently meeting income targets and demonstrating growth of income through successful bids and effective funder stewardship
- Strong understanding of the budgeting process and where your income stream fits in
- An ability to forecast and weight income on your pipeline.

What you will bring (continued)

- Ability to communicate with a wide range of stakeholders, including senior stakeholders
- Strong writing skills, with an ability to compose compelling narrative
- Ability to work independently within a remote / home based team
- Strong ethical standards and a high level of personal integrity
- Strong affiliation with our values and purpose, and an interest in youth development and social mobility.

What we provide

At LTSB, we're committed to creating a supportive and fulfilling work environment for our team. Here's what we offer:

- 35 days of annual leave, including bank holidays (pro-rated for part time staff)
- 3-day end of year shutdown (pro-rated for part time staff, discretionary)
- Openness to flexible working. We recognise that this role doesn't need to be contained by 9-5 schedule and welcome flexible working proposals
- Workplace pension scheme
- Employee Assistance Programme
- Life Assurance Scheme
- Enhanced Maternity and Paternity Pay (dependent on length of service)
- Training and development opportunities
- LTSB branded clothing.

Closing Date: 9.00 am Wednesday 26th March 2025