



**Trusts and Statutory Fundraising Manager  
Job Description  
March 2024**

## We are Mencap

Everything we do is about valuing and supporting people with a *learning disability*, and their families and carers.

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.

## Role Summary

**Role report to:** Senior Trust and Statutory Fundraising Manager

**Department:** Fundraising

**Team:** High Value Relationships

### What you will do:

- This is a crucial role in supporting the Trusts and Statutory Team to develop a sustainable, ambitious programme that will contribute to developing a robust pipeline of income from trust, foundation, statutory and lottery prospects with the potential to donate significant income in support of a range of Mencap projects.
- You will develop compelling and strategically aligned applications to secure funding through various funding bodies and contribute significantly to the financial team target.
- Identify and research prospective donors that have the potential to support Mencap's work; achieved using internal networks and undertaking external research.

### Who you can expect to work with:

- The High Value Team
- Colleagues across our teams delivering projects and programmes
- Colleagues with a learning disability.
- Finance, L&D, and HR Business Partners.
- Other teams across fundraising.

## Key Responsibilities

- Deliver all personal income/activity targets and contribute to the overarching targets for both Trusts and Statutory Fundraising and the High Value Team.
- Support in the delivery of the Trusts and Statutory strategy and ensure key priorities and goals are met.
- Prepare and submit quality completing proposals that will deliver six and seven figure donations with a focus on multi-year relationships, in line with the requirements of potential funders and of the volume set in key KPI targets.
- Coordinate commitments for existing funders across Mencap departments, including working closely with operational colleagues to identify and retrieve information necessary for the preparation of progress reports, including financial information.
- Contribute to maintaining a strong donor pipeline by tracking and planning cultivation activities, applications and forecasted income.
- Manage and plan your pipeline of activity and approaches in co-ordination with the Senior Trust and Statutory Fundraising Manager to ensure you and the team are on track to achieve financial targets.
- Support the Senior Trust and Statutory Fundraising Manager in monthly reporting on Trust and Statutory income.

## Person Specification

### About you:

You will be an experienced and motivated grants, trust and foundations fundraiser, dedicated to raising funding to help make the UK the best place for people with a learning disability.

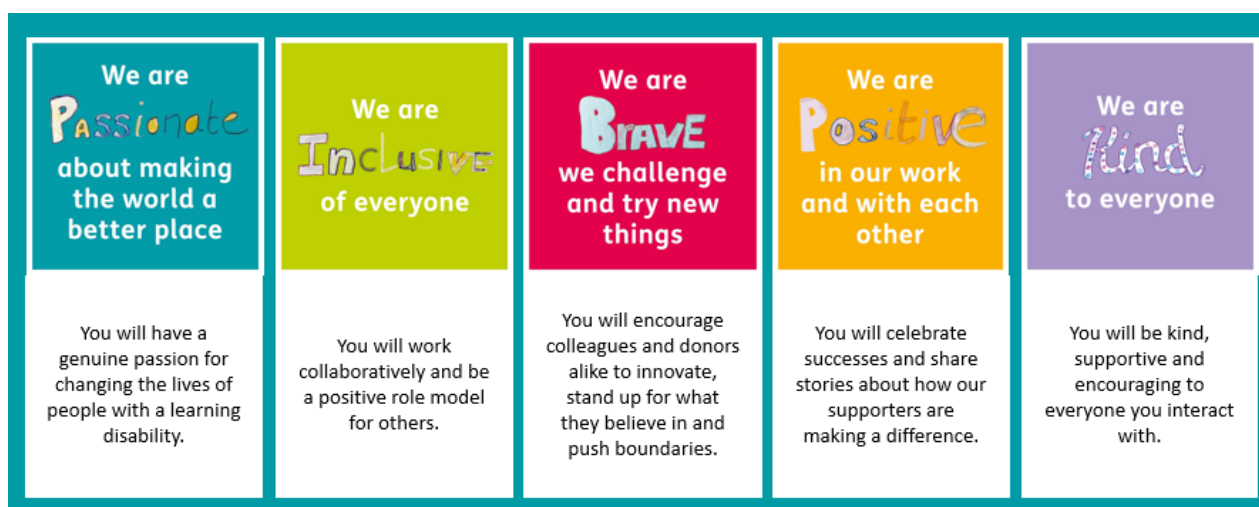
### What you will bring:

- An ambitious and creative approach to Trust and Statutory Fundraising.
- Knowledge and understanding of Trust and Statutory Fundraising, key issues and opportunities. The ability to engage and inspire internal and external stakeholders
- Results driven focus, able to thrive in a busy work environment and work to deadlines

### Your experience:

- Demonstrable experience of securing five figure+ sums through compelling cases from trusts, statutory funders and similar funding bodies.
- Demonstrable experience of project management and cross-organisational working.
- Significant experience working with and to financial and non-financial KPIs.

## Mencap's Values and How They Apply to this Role



## Additional Details

**Salary:** £39,216 per annum.

**Base:** London, E1. Hybrid working, with travel to office for internal and external meetings. Flexibility also required for travel in the UK.

**Hours:** 37.5 Monday-Friday.

### What we will give you:

- 24 days annual leave + all UK Bank Holidays
- Amazing benefits + pension
- Full support in the role and training
- Flexible working options

## How to Apply

Please apply by submitting a copy of your Curriculum Vitae (CV) and a covering letter highlighting your suitability for the position and why you are interested, by clicking on this [link](#).

For any queries please contact Suzie Groves at [suzie@aawpartnership.com](mailto:suzie@aawpartnership.com).

**Closing date for applications:** Tuesday 2<sup>nd</sup> April, 9am.

**Shortlist:** If you reach the final shortlist, all candidates will be invited to attend first round virtual interviews with Mencap on Thursday 11<sup>th</sup> April, for those progressing further, a second in-person round on Tuesday 16<sup>th</sup> April.