



## Job Description

<b>Title:</b>	Philanthropy Manager – (Trusts, Grants and Foundations)
<b>Accountable to:</b>	Director of Income Generation
<b>Reporting to:</b>	Director of Income Generation
<b>Location:</b>	Home Based with occasional travel to Head Office (Leamington Spa)
<b>Contract Type:</b>	Permanent
<b>Working Hours:</b>	Full Time - 35 hours per week, Part time hours considered.
<b>Benefits:</b>	25 days holiday plus bank holidays (pro rata), Pension scheme, Flexible working arrangements

### **About the role**

We're recruiting for an experienced Philanthropy Manager whose area of expertise securing multi-year, six-figure gifts from grant-making organisations; developing and managing a trusts and grants pipeline, including the application and reporting process, in order to build a reliable and sustainable income stream. The postholder will be responsible for all areas of trusts and grants fundraising, including writing compelling applications that solicit funding for Life's vital work as well as reporting on our service delivery outcomes, maximising the opportunities for renewed funding.

The Philanthropy Manager (Trusts, Grants and Foundations) will be responsible for delivering a strategic approach to trusts, grants and foundations; working with service delivery areas of the organisation as well as the finance department, in order to create compelling projects, with measurable outcomes that can be reported on. The postholder will be able to articulate these projects into cases for support within written applications, matching projects with appropriate funders and delivering a compelling ask. This role requires the development of a trusts, grants and foundations pipeline, from research through to reporting, ensuring a sustainable and maximised income stream.

### **About Life**

Women in traumatic circumstances continue to face crisis pregnancies, pregnancy loss and the social and financial difficulties of having a baby alone, throughout the UK. Life currently supports more than 45,000 people each year with counselling, skilled listening, education and practical support including housing to empower women; helping to remove the barriers to having a baby when experiencing a crisis pregnancy.

### **Main purposes of the job:**

1. Lead on the trusts, grants and foundations fundraising strategy of Life Charity in line with wider organisational strategy and fundraising strategy; including securing five and six figure donations, multi-year funding and writing business cases to attract funding from trusts, grants and foundations as well as statutory sources.
2. Create, manage and deliver a pipeline of funding from trusts, grants and foundations, achieving an annual income target.

3. Account manage and steward existing trust and statutory donors, including sending applications, updates and managing income.

4. Collaborating with service delivery teams and members of the SLT to create compelling funding proposals that are tailored to the interests and motivations of donors. Creating proposals that articulate the problem we're solving, presenting evidence, establishing credibility, describing what difference the funding will make, and inspiring donors to take action to bring about change.

5. Creating and managing a pipeline of potential donors through robust and regular research of funding opportunities, sending the right applications to the right funders, at the right time. Ensure that donors are truly the right prospects for our charity and prioritise the best ones to approach. Confident in picking up the phone, talking to people you don't know and asking pertinent questions.

6. Overseeing the stewardship offering for trust and statutory donors, including written reports/updates, invitations to visit, and attendance at supporter events ensuring all supporters have a positive experience of engaging with the charity & strong relationships are maintained.

7. Keeping up to date with knowledge of the current UK Trusts and Foundations fundraising environment. Implementing effective strategies for securing core costs and project funding.

8. Responsible for creating and delivering a delegated budget for Trusts and Foundations. Produce and maintain accurate records of all income and expenditure. Report on variances to the Director of Income Generation. Take responsibility for financial targets ensuring KPIs are achieved.

9. Work with the finance team and service leads to create accurate project budgets and to ensure secured income is spent in compliance with funding agreements.

10. Recording all trust and statutory data on the fundraising database and running reports to track income and trends.

11. Keeping records of secured and received income and writing reports as required for SLT and board of trustees meetings.

12. Act as the specialist point of reference for the charity in relation to Trusts and Foundations fundraising, providing advice and recommendations on this to colleagues, the Senior Leadership Team and Trustees.

13. Play an active role in the fundraising team and wider income generation department, developing strong relationships with colleagues.

14. Undertake other duties as requested by the Director of Income Generation.

**Personal responsibilities:**

- The post holder must assume responsibility for their own professional and personal development (supported by Life where appropriate) to ensure their continuing competence to deliver Life's requirements.
- A key component of development is being fully aware of regulatory and legal requirements impacting on operational services and ensuring that all staff within those services are aware of and deliver their individual responsibilities.

Corporate behaviours:

**All staff are expected to:**

- Work towards the charity's aims and objectives, and uphold its vision and mission.
- Demonstrate respect for others and value diversity.
- Act responsibly regarding the health and safety of themselves and others.
- Focus on the client and customer, both internally and externally, at all times.
- Make an active contribution to develop the service.
- Learn from, and share experience and knowledge. You'll be good at remote teamwork and value daily conversations with your colleagues about what you're doing and how, together, we can help each other.
- Keep others informed of issues of importance and relevance .
- Consciously review mistakes and successes to improve performance.
- Act as an ambassador for the charity and always maintain professional standards.
- Use discretion and sensitivity and be aware of issues requiring total customer confidentiality.
- Demonstrate a flexible approach to their work.
- Abide by and take responsibility for the obtaining, storage, processing and sharing of any personal data within the meaning of the General Data Protection Regulations 2018 and as defined in the relevant Life policies for all aspects of service delivery and working practice, paying particular attention to the protection of personal information in any form and by whatever means it is accessed by you.

In addition, all managers and supervisors will be expected to:

- Value and recognise ideas and the contribution of all team members.
- Coach individuals to perform to the best of their ability.
- Delegate work to develop individuals in their roles and realise their potential.
- Provide support, feedback and guidance to all team members and encourage their team to achieve work/personal life balance.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post holder.

## Post title: Philanthropy Manager (Trusts, Grants and Foundations)

Personal skill characteristics	Essential (Tick)	Desirable (Tick)
<b>Strategic Ability / Innovation</b>		
Experience in creating and delivering a trusts, grants and foundations strategy	✓	
Experience in horizon scanning for new developments within trusts, grants and foundations fundraising	✓	
Willingness to contribute to the development of services.	✓	
Experience in delivering results	✓	
<b>Experience / Knowledge / Qualifications</b>		
At least 5 years of experience in trusts, grants and foundations fundraising, and able to demonstrate relevant professional experience within the charity sector.	✓	
Proven relevant experience with a successful track record of achieving five and six figure grants and multi-year grants.	✓	
Proven relevant experience of success of delivering on annual income targets.	✓	
Proven relevant experience of working with service delivery and finance teams to create compelling cases for support and articulating these in applications for funding.	✓	
Extensive experience of creating, managing and delivering a trusts, grants and foundations pipeline, encompassing: research, creating compelling projects and articulating them into cases for support as applications, delivery, reporting and re-engagement.	✓	
A thorough understanding of GDPR, ICO and other relevant regulations	✓	
Proven experience of creating and monitoring budgets	✓	
Excellent IT skills including Microsoft packages		✓
Inspiring team leader		✓
<b>Communication</b>		
Strong verbal and written communication skills	✓	
Communicates effectively and openly at all levels	✓	
Experience of communicating effectively with a wide range of people to identify their needs, preferences and demands		✓
Ability to promote the charity to a wide range of individuals and external contacts	✓	
<b>Personal</b>		

Committed to the vision, mission and values of the charity	✓	
Commitment to quality, customer service, best practice and best value in all aspects of the charity's operation	✓	
Ability to work with people at all levels	✓	
Positive outlook and approachable personality	✓	
Ability to work on own initiative	✓	
Handles pressure of meeting deadlines and supports others where possible	✓	
Ability to prioritise workload and plan time	✓	
Commitment to own personal and professional development	✓	
Ability to motivate others and work as part of a team	✓	
Able to communicate with empathy to clients and their families	✓	

Internal Use Only	
Approved By:	Issue No:
Approved Date:	Review Date: