



Philanthropy and Trusts Manager

Role Pack - October 2024





We're getting to grips with guts. Will you join us?

Thank you for your interest in joining our team at Guts UK.

Guts UK is committed to a world where **digestive disorders are better understood, better treated and everyone who lives with one gets the support they need**. Too many people are suffering or dying in silence or alone. They don't know where to turn for information or support, diagnosis takes too long for many and treatment can be often come too late.

We are the only UK charity funding research into the digestive system from top to tail; the gut, liver and pancreas. We fund lifesaving research, provide patients and loved ones with expert information and support, and raise awareness for digestive disorders - we are informed by evidence and expertise and our community and the patient voice.

We have a proud history since 1971 and changed our name and refreshed our mission in 2018 to better focus on our community and the patient voice which is at the heart of everything that we do.

We have big ambitions for the future and are seeking a **Philanthropy and Trusts Manager** who shares our vision and passion. This is an exciting new role in our team which will be integral in helping us to increase our income so we can deliver greater impact through our services and support. We're looking for a relationship-focused fundraiser who can lead not only our trusts and foundations programme but also develop our corporate partnerships portfolio.

You will join a small but highly motivated, professional, and engaged team eager to further develop our work and impact.

This is a very exciting time to be joining Guts UK. We look forward to hearing from you.

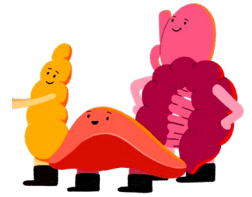


Suzanne Hudson, Chief Executive

Who are Guts UK Charity?

Guts UK is the charity for the digestive system

People are suffering. People are dying.
All because of a lack of knowledge about our guts.



Guts UK is *the only charity* that covers all of the digestive system, from 'top to tail' covering the gut, the liver and the pancreas. Guts UK works actively and collaboratively with other charities. However, with our own limited resources, we choose to focus particularly on the conditions that have no other specific charity or voice - those illnesses that really are underserved such as pancreatitis, diverticular disease, irritable bowel syndrome (IBS), childhood gut and liver disease and digestive cancers.

Our Vision

A world where digestive disorders are better understood, better treated and everyone who lives with one gets the support they need.



Our mission is to end the pain and suffering for the millions affected by digestive diseases. Guts UK's research leads to earlier diagnoses, kinder treatments and ultimately, a cure.

We deliver this through **three objectives**:

Providing expert information - when armed with the right information, patients can take control of their health and make informed decisions. We provide evidence based information and guidance to patients, carers and health care professionals



Raising public awareness - research shows that 58% of people are embarrassed to talk about their digestive conditions or symptoms. We run campaigns and events to spread awareness and education to empower people to speak up and seek help



Funding and driving research - we fund awards, grants, prizes and fellowships into the entire digestive system. We involve our patient panel in all of our research decisions and in our work on policy, pathways and treatments and we run PSPs to ensure research is focused in the areas that will drive the most difference



Being part of our team



Pay and progression

- We benchmark our salaries and review annually
- We are committed to training and development for all team members and have a budget to support external training and conferences dependent on need
- We have a performance management process which includes development planning designed to support our employees

Location and flexible working

- We have offices in London and Huddersfield which are easily accessible by road or public transport. We support hybrid working but attendance in one of the offices [dependent on your location] is required on an average of 2 days per week. If you are interested in the role but have queries about office-base requirements, please contact us to discuss.
- Home working is fully supported and necessary adjustments can be made as needed.
- As a small national charity, it is important for us to get together in person as a team a few times a year. Travel and overnight stays are required for team and other days with expenses and travel costs met by the charity.
- As a small team, we share the responsibility of representing Guts UK at events and conferences. Again, travel and expenses (and a branded t-shirt of course) will be met for authorised work activities.

Benefits and wellbeing

- We offer 27 days annual leave each year with 3 days off at Christmas and 2 at Easter.
- Our Employee Assistance Programme provides mental health support, Remote GP access, physio and personal training, legal and financial support alongside savings, discounts, and wellbeing training and courses. These free services are available to you and subject to eligibility criteria, family members.
- Income protection and a Group Personal Pension plan (3% employer contribution).
- We pride ourselves on the health and well-being support for our team, a number of whom live with health conditions and have agreed reasonable adjustments to support them in their roles.

Philanthropy and Trusts Manager - Overview

Hours:	Full time, 37.5 hours per week
Salary:	£39,000 - £45,000 (dependent on experience and location)
Reports to:	Senior Fundraising Manager
Location:	London (NW1) or Huddersfield (HD1) We are open to flexible working arrangements but a presence in our London or Huddersfield office is required

Overall Purpose

The Philanthropy and Trusts Manager is an exciting new role at Guts UK and will be integral to delivering our new fundraising strategy, enabling us to grow our income to meet our ambitious strategic aims.

You will be responsible for prospecting, soliciting, developing, engagement, stewardship and retaining key relationships with trust and foundations in line with Guts UK's strategic framework.

You will be responsible for proactively identifying and progressing opportunities, developing and stewarding relationships, thinking creatively and strategically to develop compelling proposals.

The Philanthropy and Trusts Manager won't just lead the trusts and foundations programme, you will also manage and develop our corporate partnership portfolio with a focus on establishing new partnerships. You will work closely with the Senior Fundraising Manager and our CEO to identify, cultivate and steward these high value partners.

Who we're looking for?

The successful candidate will be an experienced, relationship-focused fundraiser, excited by the opportunity to play a key part in elevating our fundraising programme.

You will pride yourself on outstanding stewardship, relationship building and prospect development and have a wealth of experience securing multi-year grants and long-term support from trusts, foundations and corporate partners. You will be someone who enjoys developing creative new ways to engage corporate partners.

A committed and inspiring ambassador for Guts UK, you will also be a great team player who enjoys collaborating with colleagues to deliver a dynamic and innovative programme of donor cultivation and stewardship.

Job Responsibilities

Development and implementation of the trusts, foundation and corporates partnership programme for Guts UK in accordance with our wider fundraising strategy

- Create compelling proposals for trusts, foundations and corporate partners, showcasing new ideas and innovative approaches for growing and developing a pipeline of new prospects
- Ensure all funding applications and tender proposals are developed, researched and presented to the highest quality with all appropriate information in support of our fundraising strategy
- Develop and implement annual workplans achieving in year targets and other key objectives
- Lead on the development, preparation and submission of professional, personalised and compelling proposals and presentations to secure multi-year gifts and repeat funding
- Develop and manage a comprehensive stewardship journey ensuring engaging and tailored account management with robust systems and processes
- Ensure timely and compliant reporting
- Proactively build long lasting relationships with funders to reach our ambitious fundraising targets
- Secure corporate sponsorship as appropriate in line with the charity's policies
- In conjunction with the COO develop new corporate partnership agreements
- Devise corporate products
- Monitor, measure, and evaluate progress against Guts UK strategic goals and associated agreed KPIs
- Report regularly to the Senior Fundraising Manager/HOF
- Maintain regular contact and collaboration with internal stakeholders to ensure a high-quality suite of materials and stewardship plans specific to either the trust and foundation or corporate audience
- Keep abreast of the fundraising environment to identify new fundraising opportunities

Wider charity responsibilities

- Deputising for the Senior Fundraising Manager as the need may arise
- Represent Guts UK at meetings, conferences and events, as required
- Ensure compliance with charity policies and all relevant legislation
- Demonstrate behaviours in line with the charity values and maintain the reputation and standing of the charity

Skills & Attributes

Essential

- Minimum of three years' experience preferably within a trust and fundraising and/or philanthropy team
- Proven track record in identifying and securing five figure multi-year donations from trusts and foundations
- Proven financial acumen to comfortably evaluate financial information and manage budgets, with strong attention to detail in analysing data to draft comprehensive reports
- Effective account management, proactive in engagement and building positive relationships with key internal and external stakeholders
- Experience of successfully executing cultivation plans and retaining positive key relationships with charitable trusts and foundations
- Proven experience in securing high value corporate partnerships, with different partnership types, such as strategic, COTY and commercial.
- Experience of managing fundraising pipelines to achieve income targets
- Researching and developing relationships with senior stakeholders plus current and prospective funding partners
- Proven experience in prospect research, production of proposals/pitches relationship management and reporting
- Ability to work flexibly and maintain momentum in response to unsuccessful applications
- Tenacious and proactive approach to day-to-day work responsibilities while being self sufficient and able to work autonomously
- Ability to propose, initiate and implement new ideas and projects
- Ability to critically evaluate your own work paying close attention to detail, effectively managing multiple work activities and resources

Desirable

- Knowledge and experience within the health charity sector
- Experience of building and managing relationships with Pharmaceutical companies
- Commitment to the values and strategic aims of Guts UK
- Knowledge and awareness of the needs of people affected by digestive health conditions
- Evidence of knowledge and use of project management methodology
- Commitment to professional development

Diversity

Equity, diversity and inclusion (EDI) is integral to all we do, not only for all in our Guts community, but also for our staff and volunteers. The team at Guts UK should reflect and understand the experience of and the communities we serve. A team that is well balanced in terms of EDI is likely to make better decisions for the charity and its beneficiaries.

Notes

- Guts UK is an equal opportunity employer. We welcome applications from people with disabilities and from minority groups.
- If you have a disability which means you are unable to meet some of the job requirements, specifically, because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements
- You must be eligible to work in the UK at the time of application. If you are invited to interview, you will be asked to bring the original documentation that proves your right to work in the UK.
- The purpose of this job description is to focus attention on the most important aspects of the jobholder's role. It is not intended to be a complete list of the duties; therefore, it is to be expected that the day-to-day performance of the job will include tasks not listed above. The list of duties for which the jobholder is responsible may reasonably be varied or added to at the discretion of the charity.

How to apply

Hopefully you are inspired to apply for this role and join us in helping the UK to get to grips with guts. However, if there is anything else you want to know that hasn't been covered, please email Dani Freedland, (Senior) Fundraising Manager, on dfreedland@gutscharity.org.uk

- The closing date for applications for this role **Friday 8th November**, but as explained below we shortlist applicants on a rolling basis.
- All applications should be submitted on-line through [CharityJob](#) which will request your CV and a cover letter explaining your skills, experiences and what you will bring to the role. CVs will not be accepted without a covering letter.
- If you anticipate having problems using CharityJob, please contact us at info@gutscharity.org.uk or on 0207 486 0341 but please be aware that no

applications will be accepted through alternative means without prior discussion.

Please note that applications will be assessed as and when they are received and interviews will be arranged on a rolling basis so we suggest you apply as soon as possible. We reserve the right to close the position before the closing date if a suitable candidate is found.

If you have a disability of health condition and wish to request reasonable adjustments at any stage of the recruitment process, please contact info@gutscharity.org.uk.