

Role Responsibilities

Position Title: Trusts and Foundations Manager

Reports To: Head of Fundraising and Income Generation

Place of Work: Hybrid – home based and Lineham Farm, Leeds. This is a part-time post (hours to be agreed).

Position Summary:

The role will be responsible for generating income within the Trusts and Foundations landscape. Managing the complete Grants and Trusts lifecycle, researching and crafting applications to meet fundraising targets. Responsibilities include transforming project literature into compelling bids, ensuring substantial funding for core operations and specific projects to meet predetermined fundraising income targets.

Position Details:

Key Accountabilities	Indicators of Effectiveness
Grant Acquisition	<ul style="list-style-type: none"> - Create clear and compelling grant applications: turn detailed project literature with storytelling to secure high levels of funding for both core operations and specific capital or project developments. - Build a strong pipeline of existing and prospect funders. - Account management of a pipeline of existing and potential funders. - Carry out regular prospect research to identify bidding opportunities to significantly increase the number of trust donors and level of grants. - To keep informed of trends and developments in trusts fundraising by attending relevant conferences, training, and peer networking opportunities.
Impact Assessment	<ul style="list-style-type: none"> - Provide timely end of funding impact and evaluation reports as required. - Develop, highlight and record the charities impact for reporting and funding. - Develop new ways to measure and report impact. - Contribute to annual impact report.

Key Accountabilities	Indicators of Effectiveness
Relationship Building/ Stakeholder Communication	<ul style="list-style-type: none"> - Deliver a stewardship strategy to build and maintain relationships with current funders and encourage future support. - To be a relationship specialist, spotting and seizing opportunities to deepen engagement, and secure further funding partnerships. - To fully utilise engagement opportunities and host visits to the centre and other meetings when possible.
Grant Management and Compliance	<ul style="list-style-type: none"> - Ensure prompt and appropriate acknowledgement of all income, ensuring all information is accurate, up to date and well organised. - To provide high quality feedback reports following reporting guidelines. - Management of accurate fund expenditure and budgeting.
CRM	<ul style="list-style-type: none"> - The effective recording of information and statistics (Dynamics 365) in line with organisational requirements and existing legislation – GDPR etc. - To work daily with Dynamics 365 system to record data, work activity, documents, and workflows. - To provide monthly reports on grant funding and donor stewardship activity.
Team connection	<ul style="list-style-type: none"> - Support other team members through the provision of reports and updates on progress and developments. - Relevant updates are communicated via specific documents and verbally in meetings. - To work collaboratively with the wider operations, marketing and fundraising to source and collate information to strengthen proposals and in turn grow trust income. - Work together with the activity team, to become a great custodian of the stories of the many young people supported by the organisation, using their experiences to deepen engagement and support and build strong relationships.
Professional Development	<ul style="list-style-type: none"> - Undertake any duties commensurate with the level and purpose of your appointed role - to the standard and deadline agreed.

Essential Attributes and Skills:

Skills	Details
Knowledge and Experience	<ul style="list-style-type: none"> • Commitment to core organisational values. • Excellent written communication skills with a track record of writing successful funding applications, report writing and telling stories with data. • Experience of researching independently and project management. • Good understanding of fundraising and/or procurement processes, good practice, principles, and regulations. • Ideally Third Sector knowledge.
Delivering Results	<ul style="list-style-type: none"> • Completes tasks to deadline. • Works on own initiative with minimal direction but knows when to seek additional help. • Completes tasks to deadlines. • Monitors quality and accuracy of own and others work when undertaking a task. • Learns from mistakes and takes this into account for future improvement. • Suggests alternative solutions to problems, rather than getting stuck at a roadblock.
IT	<ul style="list-style-type: none"> • Confident in learning new systems and software • Previous experience of using a CRM system and Microsoft 365 • Ability to use the internet with understanding of online marketing. • General digital awareness and skills.
Effective Time Management	<ul style="list-style-type: none"> • Ability to work independently. • Ability to plan and manage workload.
Communication	<ul style="list-style-type: none"> • Excellent standards of written English. • Concise reporting. • Makes good working relationships. • Demonstrates the ability to listen and accept the viewpoint of others. • Uses best method and style of communication, either verbal, written, IT or active listening, for the situation and people involved, and checks that the message is understood.

Key Relationships:

Within The Company:

Head of Fundraising and Income Generation

Lead Activity worker

External to The Company:

Donors

Prospects

Partners

Suppliers