

JOB DESCRIPTION



Job Title	Senior Trusts and Foundations Manager
Reports to	Head of Trusts and Foundations
Location	Bristol, or homeworking contract (with regular travel to Bristol)
Department	Development
Purpose of the role	To grow income for the charity through high value grants and support the directorate's ambition for securing sustainable long-term funding.
Key responsibilities	<p>Strategy development and delivery</p> <ul style="list-style-type: none"> • Work to the Fundraising Directorate strategy and organisational 3-year plan to support growth in restricted and unrestricted income. • Develop and lead a process for identifying and applying for government-funded and researcher-led funding opportunities. <p>Income Generation and Relationship management</p> <ul style="list-style-type: none"> • Through extensive knowledge of the Trust and Statutory fundraising sector, identify and secure government-funded and researcher-led funding for strategic priorities. • Lead on the development of significant funding applications and support the wider fundraising team with other priority funding applications. • Develop and implement a fundraising and stewardship plan that will inspire Statutory funders to support the Soil Association. • Build strong relationships with existing and prospective funders. • Work with the senior leadership team, Board of Trustees and other stakeholders to identify and grow the prospect pool. <p>Budgets and Finance</p> <ul style="list-style-type: none"> • Work closely with the Head of Trusts and Foundations to effectively monitor team expenditure budget and income targets. • Work closely with the wider organisational leadership team and project leads to develop accurate project budgets for applications. <p>Leadership</p> <ul style="list-style-type: none"> • Lead on government-funded and researcher-led fundraising for the directorate, positively engaging with a range of internal stakeholders. • Positively represent and raise the profile of the Soil Association, both internally and externally. • Maintain up-to-date knowledge of code of fundraising practice and trends and insights in Trusts and Foundations fundraising. • As a senior member of the Fundraising Directorate, contribute to effective ways of working and support the team to deliver best practice fundraising.
Qualifications	Educated to degree level or equivalent experience

Knowledge & Experience	Essential <ul style="list-style-type: none"> • Proven track record of meeting key performance targets. • Significant experience of securing 6-7 figure sums (ideally including UK / international government funding and / or researcher-led funding). • Significant experience of high-level external representation. • Significant experience of using multiple platforms to identify and research suitable opportunities including effective use of a CRM as a prospect and relationship management tool. • Significant experience of applying a due diligence process. • Significant experience of managing a portfolio of prospects, building, maintaining and stewarding relationships. • Significant experience of writing factual and inspiring funder reports. • Significant experience of working to structured fundraising processes. • Experience in establishing new processes and developing a new role. • Excellent understanding of the UK and global fundraising environment. • Working knowledge of fundraising best practice and legislation. Desirable <ul style="list-style-type: none"> • Organising and managing face to face events. • Working knowledge of Data Protection legislation.
Personal qualities & skills	<ul style="list-style-type: none"> • Results-driven and solutions-focused. • Strategic thinker. • Effective and persuasive written and verbal communication skills. • Confident self-starter, able to make decisions. • A brilliant collaborator and team player. • Able to work with people at all levels, internally and externally. • Strong influencing and negotiating skills, especially at a senior level. • Able to work under pressure and meet deadlines. • Good project management skills. • Excellent interpersonal skills. • Presentation and information sharing skills. • Empathy with and understanding of the aims and objectives of the Soil Association. • Excellent skills in Microsoft office software to develop budgets, proposals, presentations and reports.
Other	Able to travel in the UK and available to work occasional evenings and weekends for meetings and events.
Contract type	1.0 FTE, part time considered (0.6 FTE) Permanent
Band	Band C.
Probation period	6 months
Notice Period	2 months
Holidays	27 days per annum plus bank holidays, pro rata, increasing with length of service
Produced by	Emma Thompson
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