



Job Title	Senior Trust Fundraising Manager
Division	Fundraising
Location	Aylesford
Reporting to	Assistant Director Development
Responsible for	2 X Senior Bid Managers, 1 X Trust Fundraiser

Main Purpose of the Job

We are looking for a talented and ambitious Senior Trust Fundraising Manager with proven experience in trust fundraising, and management, to lead our successful Trust Fundraising Team.

The role is based full time at RBLI's HQ in Aylesford, Kent and provides the opportunity to make a significant contribution to the life and impact of the charity across support for homeless veterans, disability employment and older care.

The postholder line manages two Senior Bid Writers and one Trust Fundraiser, as well as freelancers, securing over £1m annually for varied revenue projects. The projects include:

Lifeworks – RBLI's award-winning national employability support for unemployed veterans
 STEP IN – RBLI's holistic support for veterans overcoming homelessness
 SBMC and BBMC – RBLI's outstanding social enterprise factories employing 70% workers with disabilities and health conditions

The post holder will lead on the creation of persuasive grant applications and sponsorship proposals, mainly for charitable trusts, lottery and statutory funding opportunities, but also works with the wider fundraising team to support and co-ordinate with major capital, corporate and HNWI approaches.

Your Key Responsibilities

- Manage your team to deliver over £1m annual income target across RBLI's varied flagship projects. Effectively manage freelancer bid writers when required.
- Manage the annual targets and Trust fundraising workload to ensure that all RBLI projects are securing funds, and each activity is developing a warm and connected funding base.
- Research funding opportunities and identify core services for revenue or capital approaches, to fit the researched criteria of key funders.
- Liaise with colleagues, including the Welfare Director and marketing colleagues, to lead on the re-packaging of existing projects to keep winning.
- Develop and write winning applications to charitable trusts, the lottery, statutory funders, and military benevolent funds, managing the entire process from research to development of proposal, assessment and grant acceptance.
- Account manage Trust and Foundation relationships and oversee reporting, ensuring requirements are met, monitoring progress, evaluations complete, and outcomes are promoted.
- Without over-reporting, ensure that all relevant trust and foundations feel involved and up-to-date with the work of RBLI.
- Organise memorable and engaging tours of RBLI services and facilities, and arranging meetings with senior Trust stakeholders to secure larger or multi-year commitments.

- Ensure key Trust stakeholders are involved or invited to RBLI events if appropriate and useful.
- Work with SLT and operational teams to check that longer term projects are on track and project issues are being addressed in a timely manner, escalating project issues.
- Contribute to internal planning and annual budget setting for both restricted and unrestricted trust activities, setting out clear plans and an evidenced pipeline for income generation from trusts and foundations.
- Maintain accurate records and information about all supporters and applications and ensure that database and hard copy files are kept up-to-date.
- Provide regular financial reports and management information such as trust application success ratios and application pipelines for each flagship project.
- Network externally with potential project partners, funders, major donors, and sector support resources (such as the IoF Special Interest Groups) to keep in touch with opportunities and trends.
- Record details of all the applications submitted and the outcome of each on RBLI's database Raiser's Edge.
- Record details of all relevant networking, e.g. senior stakeholders for statutory bids
- Other duties as may be reasonably required, including occasional events activity

People Management

- Undertake all HR related activity and processes as requested by the HR Department and SMT including but not limited to line management of your direct reports, absence management, performance management, investigations, disciplinary and grievance hearings and annual appraisals.
- Undertake recruitment as and when necessary in order to ensure that a balanced, skilled and flexible workforce is maintained now and in the future.
- Ensure that training needs are assessed, implemented and monitored for all team members where appropriate
- Implement Investors in People in the division as part of a Company-wide initiative.
- Ensure a safe working environment for all employees, providing training as appropriate and health and safety measures as required in order to comply with legislative requirements.
- Promote by example the high standards that RBLI expects of its employees and volunteers when representing RBLI and support staff and volunteers to understand and reach these standards.
- Promote good data protection and information security principles within your team

Personal Attributes

- A 'can do' attitude, proactively looking for new opportunities.
- Organised and systematic ways of working on long-term plans.
- Winning writing ability, in a range of different styles.
- Able to communicate complex issues and projects clearly and concisely.
- Ability to work to multiple deadlines and manage a varied workload, with a team.
- Strong interpersonal skills and experience of working well with a range of departments within a large organisation.
- A flexible team player able to go the extra mile to service supporter needs, and win for RBLI's beneficiaries.

Working Environment

RBLI Aylesford

General Responsibilities

Embrace and live the RBLI values – Integrity, Motivated, People First, Accountable, Community and Teamwork = IMPACT

- Comply with all Health & Safety requirements, including carrying out risk assessments
- Adhere to all RBLI policies and procedures
- Undertake any relevant training and development required for the role
- Undertake any other duties as directed by your Line Manager that reasonably falls within the scope of the role

Occasional driving will be required to RBLI events, partner projects, local government and DL events.

ESSENTIAL REQUIREMENTS

- An evidenced track record of successful grant, trust or statutory funding applications including 6 figure gifts and multi-year commitments
- Track record managing programmes of mixed activity to deliver on annual financial targets
- Ability to work at a fast pace, to multiple deadlines, and across a variety of projects
- Ability to work independently while regularly checking in with operational teams and senior managers
- Excellent written communication skills
- Ability to brief and involve staff at all levels, including CE and Board level.
- Evidence of flexibility in writing styles – ability to write differently for different audiences
- Strong understanding of trust and statutory stakeholders
- Good knowledge and understanding of the issues and debates important to trust and statutory stakeholders, their professional pressures and priorities
- Face to face presentation skills

DESIRABLE REQUIREMENTS

- Education to degree level or specialist IoF training across several relevant disciplines or to Diploma level.
- Experience fundraising for social enterprise
- Experience in statutory business development roles
- Experience of capital fundraising campaigns

Note: This job description is a general guide to the above role and is not indicative of all the activities and functions of the jobholder which may vary from time to time according to the needs of the business and as instructed by the nominated Line Manager.