

Senior Trust Fundraising Manager

Job Description

REPORTS TO: Director of Fundraising

CONTRACT: Permanent

HOURS: 37.5

LOCATION: Twickenham, London (Hybrid, in office 1 day per week)

SALARY: £40,000-45000

MAIN PURPOSE OF JOB

We are seeking a highly motivated and experienced Senior Trust Fundraising Manager to join our team. You will play a critical role in securing funds from Trusts, Foundations and Grant making bodies, including the National Lottery Community Fund. This role will suit someone with a strong track record in writing successful bids, managing relationships with funders and developing strong cases for support.

This is an exciting time to join SPEAR, with income from Trusts and Foundations growing year on year, and plans to develop and grow further over the coming years. If growth plans are achieved there is potential to expand the team in 2024 with an additional Trust fundraiser, who would report into this role.

You will need to be able to work with a high level of autonomy and to work collaboratively across the organization, including at Senior Level, in order to raise vital funds to support SPEAR's projects and services. We need a committed and dedicated fundraiser who can lead the Trust Programme at SPEAR.

The role will include working with a pipeline of existing and prospect funders, cultivating and developing these relationships, to secure grants and donations. You will identify new opportunities and work with colleagues across the organization to develop compelling proposals in line with the charities funding needs.

Key Responsibilities:

- Work as part of a team to implement and deliver our fundraising income strategy, ensuring long-term income growth for the Trust and Grants programme

- Create annual workplans for the Trust programme with key dates for applications, reporting and stewardship touch points
- Develop compelling funding proposals tailored to the requirement of each funder
- Work with SMT and wider organization to ensure funding propositions align with the charities objectives and demonstrate the impact of our work
- Source and review budget information with the Finance team and liaise with team members across the organization to ensure accurate proposals
- Identify new funding opportunities and build the Trust pipeline
- Keep track of progress against agreed outcomes throughout the funding period, highlighting action needed where necessary, in preparation for the reports due
- Prepare and write regular progress reports, in line with the requirements of each funder
- Develop a Trust fundraising engagement strategy for donors including stewardship events, project visits, meetings with key stakeholders and updates outside of formal reporting requirements where relevant
- Maintain accurate and up-to-date Trust records on the Salesforce database.

PERSON SPECIFICATION

Essential skills, knowledge and experience

- Extensive experience of Trust fundraising, including developing funding proposals and attending face to face meetings/presentations
- A determined and results-focused individual, with a track record of securing and managing large grants from Trusts and Foundations
- Experience of developing a funding pipeline for Trusts and Foundations
- Account management experience – the job requires the ability to manage and prioritise a portfolio of trusts, working to deadlines and agreed targets
- Experience of building positive relationships with prospects, funders and stakeholders
- Excellent communication skills, both written and spoken – the role will involve liaison with staff at all levels of the organisation, as well as with employees of Trusts and Foundations
- A self-starter, capable of working independently, as well as part of a team.
- A creative and agile approach to work
- Excellent IT skills, including Microsoft packages and fundraising databases
- Knowledge of legislation and best practice for fundraising

Desirable

- Use of Salesforce database
- An understanding of homelessness sector best practice