

Job Description

Job Title:	Senior Trusts and Foundations Manager
Team:	Fundraising, Communications & Retail
Hours:	Full time 35 hours per week (Part time, minimum 3 days a week considered)
Salary:	£45,000 - £50,000
Contract Length:	Permanent
Reporting to:	Head of Philanthropy and Partnerships

Mothers' Union is a global Christian movement working with people of all faiths and none to develop communities, strengthen families and advocate for change. Our members are active in 83 countries and work tirelessly to serve their communities to build a future where everyone thrives.

Founded in 1876, Mothers' Union is a women-led volunteer movement, with a membership of 4 million people around the world, 36,000 of whom live in the UK and Ireland. Based on Christian fellowship, members express their faith through action in their local communities, aiming to create a world where every individual can reach their full potential, by stopping poverty, injustice and violence.

Why work for us

Are you interested in seeing the true impact of your work? As the Senior Trusts and Foundations Manager you will play a pivotal role in shaping our trust and foundations portfolio to serve the strategic aims of the Charity.

We are a diverse and inclusive movement who also welcomes friends, supporters and volunteers, all championing the work we do. Our international development work span across a host of countries in the African continent, Caribbean, South East Asia and the Pacific Islands. We have a strong programme for improving the literacy and numeracy skills among girls and women in the Democratic Republic of Congo and South Sudan. We also have programmes aimed at tackling issues such as poverty and gender based violence across parts of Africa. In the UK, we run programmes such as Metamorphosis, which equips people with the inspiration, confidence and skills to work for transformation in their local churches and communities across the UK and Ireland. Our work in UK prisons involve, volunteering in Prison Visitors' Centres which is the first point of contact for those visiting the prison.

Your work as the Senior Trusts and Foundations Manager will enable Mothers' Union to continue its wonderful work in UK and overseas. If you are interested in a role, where you can see how your work impacts the lives of beneficiaries, this is the role for you.

Main Responsibilities

Portfolio Management

- Manage a portfolio of trust and foundations with a particular focus on securing gifts and pledges between £15,000 and £250,000.
- Take initiative to research, develop and engage with new prospects.
- Develop strategic relationships with key donors and provide the highest level of supporter care.
- Be the product owner for the trust functionality on a new CRM project rolling out over the next 12 months.
- Maintain accurate, clear and up to date records of interactions with all trusts and foundations and recording this on the CRM database.

- Work with the Head of Philanthropy and Partnerships on the creation of stewardship events for your portfolio.
- Develop informative reports, working closely with colleagues, create a clear framework for reporting and feedback that ensures all deadlines are met.

Budget & Financial Reporting

- Deliver an agreed personal income target.
- Use both the financial CRM systems, produce data led insight and reporting to track progress and plan for future growth.

Proposal Writing

- Produce high quality communications including proposals and presentations which meet the donor's needs, ensuring they are on brand, accurately reflect the project in question, are compelling to read and encourage support.
- Work strategically across the organisation to develop bespoke and compelling propositions for prospects.

General Responsibilities

- Support the mission, ethos and values of Mothers' Union.
- Support and promote diversity and equality of opportunity in the workplace.
- Work collaboratively with others in all aspects of our work.
- Represent and be an ambassador for Mothers' Union.
- Carry out any other associated duties as may arise in line with the broad remit of the position as requested by the Director of Fundraising, Communications and Retail.

Core Competencies

- Be a skilled trusts and foundations fundraiser, with expertise of securing 6-figure, multi-year funding from grant funders, charitable foundations, lottery or statutory sources.
- Have first class research and prospecting skills that are combined with ensuring you are aware of innovations and upcoming trends in your area of income generation.
- Thrive on collaborative working and combine this strategic thinking.
- Be able to work with a diverse range of staff and volunteers to ensure the relevant information is captured in proposal creation as well as ensuring outputs are correctly monitored for reporting to donors.
- Be able to manage multiple projects and deadlines, ensuring you prioritise projects in line with your objectives and Mothers' Union needs.
- Be able to evidence how you have a relationship focused approach – with a keen interest in developing long term/in-depth relationships with funders.
- Have excellent written and verbal communication skills, including good attention to detail.
- Have a nurturing and encouraging approach to team working commit to championing and the fundraising strategy across the staff team and wider movement.

Benefits

- 25 days of annual leave (full time) plus up to 4 days of leave (full time) given at the discretion of Mothers' Union.
- Employer pension contribution of 7%.
- Enhanced maternity, paternity and adoption pay.
- Two volunteering days per calendar year.
- One away day per calendar year.
- Enhanced sick pay.
- Bereavement leave & Compassionate leave
- Season ticket loan.
- Cycle to work scheme.
- Employee assistance programme.
- Eye care voucher and an allowance towards glasses.

Work Location/Hybrid Working Pattern

This role will be based at our Head Office in central London. Mothers' Union operates a hybrid working model. Staff are required to work an aggregate minimum of 90 days per calendar year (pro rata for part timers) at our Head Office, Mary Sumner House in central London. Tuesdays are our anchor days where every staff member is expected to be at the office. The 90 days includes anchor Tuesdays. In addition, Thursday is a core working day where part time staff are expected to work, either at home or from the office as needed.

How to Apply

If you are interested in this position, please apply by sending your **CV and a Cover Letter via CharityJob**. The Cover Letter should clearly outline how your skills match the main responsibilities of the role.

Please note – only applications with a cover letter, alongside a CV, will be considered.

Application Deadline

The closing date for applications is **12 June 2024**. Due to the number of applications we may receive, we will not be able to individually respond to each applicant. Kindly note, we will only be getting in touch with the applicants shortlisted for an interview. We aim to get in touch with the shortlisted candidates after the application deadline.

Equal Opportunity

Mothers' Union is an Equal Opportunity Employer. We celebrate diversity and are committed to create an inclusive environment for all employees.