



Job details

Job title Trusts and Foundations Manager

Contract Full time, permanent

Hours 35 hours per week

Location Hybrid (2-3 days a week at The Dellow Centre, London E1 7SA)

Disclosure Enhanced

Salary £33,000 to £38,000 depending on experience

Pension Automatic enrolment into the People's Pension after 3 months

Role purpose

- Secure a fundraising target to help enable the wider work of Providence Row in support of people experiencing homelessness.
- Achieve the above by researching new supporters and carefully managing, developing and stewarding these, and existing, partnerships.

Key responsibilities

Income Generation

- Make direct approaches, develop and deliver tailored fundraising proposals to grant makers, matching donor interests with Providence Row's programme of work, including to:
 - Trusts & Foundations, Livery Companies and other grant giving bodies.
 - Public funders, e.g., BIG Lottery, Comic Relief etc., as appropriate.
- Work closely with the Head of Philanthropy and service delivery staff to help develop high quality grant proposals.
- Identification and cultivation of new funding opportunities.
- Manage all aspects of donor care and relationship building with existing and prospective funders within your own supporter pipeline.
- Support the Head of Philanthropy in delivering the growth and development of targets and KPIs as agreed in the latest Fundraising Strategy, forming a key part of Providence Row's new Organisational Strategy.
- Through the above, secure an annual income target as agreed with the Head of Philanthropy and in line with the Fundraising strategy and budget requirements.

Grant Management

- Establish and maintain effective processes and documents for managing, monitoring and reporting on the Trusts and Foundations function.
- Deliver effective grant management across the charity's portfolio of grants to ensure credibility in funder relationships and support future funding opportunities.
- Ensure the Services teams are made aware of all targets relating to restricted grants.

Providence Row, The Dellow Centre, 82 Wentworth Street, London E1 7SA

Tel: 020 7375 0020, info@providencerow.org.uk, www.providence-row.org.uk

Providence Row was founded in 1860 by Father Daniel Gilbert and the Sisters of Mercy. It is a company limited by guarantee (company no. 07452798) and registered charity in England and Wales (charity no. 1140192). Its registered office is at The Dellow Centre, 82 Wentworth Street, London E1 7SA.

- Work with the Finance team to ensure all financial management and budget controls are adhered to in line with organisational standards and grant maker's guidelines.
- Work with Services and Finance teams to obtain information for grant reports.
- Ensure reports to current funders are produced and delivered on time and to agreed quality standards and targets.

Research

- Research, monitor and create a dynamic prospect pipeline of all grant-making bodies, including government departments, for potential funding opportunities.
- Utilise all available online and offline resources to identify and match the charity's programme of work with appropriate funders.
- Keep up-to-date on changes and developments in the grant-funding environment, including government policies and programmes, and, fundraising standards and regulation.
- Work closely with the Head of Philanthropy to ensure research and new funder cultivation work is prioritised and managed appropriately and effectively.

Teamwork

- Be an active member of the fundraising team, attend regular team meetings and assist with fundraising events, and other areas, as required.
- Work closely with the Head of Philanthropy, Director of Fundraising and Marketing, Director of Services, Heads Of Service, Service Managers and the Director of Finance to develop applications, proposals and Cases for Support for existing and new services and projects, as the basis for new grant bids and appeals.
- Regularly attend, contribute and distribute information relating to Departmental and Inter-departmental meetings to help cultivate support and drive the growth of opportunities for grant bids.
- Display excellent teamwork skills with an open, supportive, honest and participative approach.

Compliance

- Ensure all grant funders are properly acknowledged and, where appropriate, contacted, and that their financial contributions are recorded appropriately on our supporter database.
- Ensure full compliance with internal policies and procedures, including: HR, financial monitoring, accounting & auditing procedures, storage of contracts, data storage, management and protection.
- Ensure full compliance with all relevant external regulations, including General Data Protection Regulations (GDPR) and the Fundraising Code of Practice and any other relevant charity and statutory legislation.

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Other Duties

- Undertake any other duties as may be reasonably required in the above post.
- Take on duties and responsibilities as requested by the CEO to ensure the charity can remain effective.
- Work in accordance with Providence Row's values, policies and procedures.
- Attend evening and weekend meetings and functions as required.

Person specification

Knowledge and Experience	
Minimum 3 years' experience of working in the field of Trusts and Foundations fundraising, including proven experience in developing, delivering and monitoring a grants fundraising programme	Essential
Experience and success in delivering against annual fundraising targets of up to £150k	Essential
Demonstrable track record in soliciting and personally securing funding from trusts and foundations, statutory, lottery and other donors	Essential
Demonstrable experience in cultivating relationships with grant makers resulting in securing new and repeat funding	Essential
Experience of budget management; monitoring and maintaining phased income budgets	Essential
Excellent analytic, written, communication, interpersonal and presentation skills	Essential
Excellent proposal writing skills and the ability to write compelling cases for support	Essential
Highly effective influencing skills to ensure positive outcomes from internal and external communication with stakeholders regarding fundraising	Essential
Excellent research skills and an ability to comprehend and adhere to funding policy and guidance documents	Essential
Excellent planning and organisational skills, including capacity planning and prioritisation, and internal income and activity tracking	Essential
Energy, enthusiasm, tenacity and initiative	Essential
Excellent time management and prioritisation abilities	Essential
Excellent written and verbal communication and presentation skills	Essential
Ability to use software packages competently including Office 365 (Excel, Word, PowerPoint)	Essential
Commitment to the core values of Providence Row and a passion for working with people impacted by homelessness	Essential

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Competencies	
Good attention to detail, ensuring accuracy and precision in all tasks and documentation	Essential
Able to work to deadlines and within defined standards	Essential
Is proactive and takes the initiative to gain the information needed for the role, with a flexible and “can do” attitude	Essential
Independently able to identify challenges and use initiative to implement effective solutions	Essential
Can communicate and negotiate professionally and effectively with a range of internal and external stakeholders	Essential
Demonstrates emotional intelligence, understands the needs of others and recognises the impact of their behaviour on others	Essential
Takes the time to understand difficulties without pre-judgement and with a view to overcoming them	Essential
Exercises the same degree of consideration and care for all those who come to Providence Row, whatever the reason	Essential
Welcomes and seeks to involve everybody, whatever their background, presenting issues, ethnicity, nationality or faith	Essential
Works with people, not for people, to enable them to realise their gifts, abilities and talents	Essential
Acts fairly and promotes justice within the organisation and in relation to the needs and rights of people who use our services	Essential
Is accountable, trustworthy and dependable for their own performance	Essential

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