Post:	Trusts and Foundations Manager
Location:	St Pauls, Central London (Hybrid will be considered for 1-2 days)
Reporting to:	Director of Philanthropy
Working Hours:	37.5 hrs per week (part-time will be considered)
Annual leave:	25 days per annum, plus public holidays (pro rata if part-time)
Salary:	c£45,000pa (pro rata if part time)
Contract:	Permanent (freelance contract will be considered)

ABOUT THE UROLOGY FOUNDATION

The Urology Foundation (TUF) is the UK's only charity representing all urological diseases including prostate, bladder, kidney and male reproductive cancers and non-malignant conditions including incontinence, urinary tract infections (UTIs), erectile dysfunction and kidney stones. We are committed to improving outcomes, quality of life and saving lives through investment in ground-breaking research, training in technical skills and innovative technologies and practices, education, campaigning, awareness, patient information and a Nurse led UTI Information Service. Working with researchers, urologists, nurses and allied healthcare professionals, influencers and decision makers, patients and their families and those with an interest in urological diseases, we are committed to improving the nation's urology care.

The purpose of the role

To develop and grow income from charitable trusts, foundations, grant giving bodies and public funders. This will include identifying opportunities, developing persuasive cases for support, cultivating meaningful relationships and securing significant grants including multi-year grants for both core work and project-based activities. TUF has a well-established and growing Trusts and Foundations portfolio. It is an important fundraising stream, raising between £600,000 to £1,000,000 annually supporting the delivery of The Urology Foundation's strategy.

Role profile

As Trusts and Foundations Manager, you will build and manage a grant giving programme, securing significant gifts from trusts, foundations and other grant-making bodies to support The Urology Foundation's strategic objectives and £5 million Research Appeal. You will manage existing funder relationships and develop new opportunities while delivering excellent stewardship. A central aspect of this role will involve gathering knowledge and data from a range of sources to identify compelling funding packages in order to create strong cases for support and funding applications. Therefore, an entrepreneurial, pro-active attitude, strong interpersonal skills and a collaborative approach are essential.

The role will suit an experienced fundraiser with a proven track record in growing grant income, successfully managing and delivering grant fundraising programmes and securing five and six figure gifts. A self-starter with an interest in research and / or urology, the ideal candidate will use initiative and work collaboratively with colleagues across the organisation and stakeholders to secure income and support the delivery of TUF's work.

Key Responsibilities

Income generation

- Develop and deliver a grant giving programme / strategy, securing significant gifts from trusts, foundations and other grant-making bodies.
- Develop high quality, compelling grant applications, proposals, expressions of interest, cases for support and reports.
- Research and cultivate prospective funders. This will include charitable trusts, foundations, grant giving bodies and public funders.
- Develop and manage relationships with existing and new funders.
- Identify opportunities for multi-year and transformational funding.
- Build and manage the pipeline of funders.
- Collaborate with colleagues, clinicians, researchers and other stakeholders to identify and develop funding propositions.
- Arrange visits, presentations and meetings with prospective and existing funders.

Grant Management

- Manage stewardship, reporting and compliance requirements.
- Maintain accurate CRM records, reporting deadlines pipeline reporting.
- Monitor income performance and provide regular forecasting reports.
- Maintain and report restricted donation records.

Additional Duties

- Report income performance and activities for inclusion in the fundraising board report.
- Have a strong working knowledge of the charity's vision, purpose and impact.
- Contribute to the delivery of the charity's overall aims and objectives.
- Abide by organisational policies and practices.
- Be aware of General Data Protection Regulations (GDPR) and to uphold them.
- Attend training courses and sessions as agreed.
- Working in a developing environment, you will be required to undertake other appropriate duties as necessary for the efficient operation of the charity.

Person Specification

- Proven track record in growing income, successfully managing and delivering a funding programme.
- Strong track record in securing five-six figure gifts.
- Excellent proposal and report writing skills.
- Excellent relationship management skills.
- Experience managing the full grant lifecycle.
- First class organisational skills.
- Excellent attention to detail.
- Excellent interpersonal skills and flexibility - a team player.
- Excellent written and oral communication skills.
- Ability to act on own initiative.
- Resourceful and self-motivated.
- IT literate - knowledge of MS Word, Excel, PowerPoint.
- Knowledge and experience of Raisers Edge/ETapestry or similar database including management and reporting.
- Numerate and confident with spreadsheets and budgets.

Remuneration Package

Salary:	c£45,000 pa (pro rata if part-time)
Location:	St Pauls, Central London (hybrid working arrangements will be considered for 1-2 days per week)
Working Hours:	The hours of work per week are 9.00am-5.00pm. Evening, weekend or bank holiday work may be required on occasion.
Annual leave:	25 days per annum, plus public holidays (pro rata if part-time)
Pension:	The charity offers a stakeholder pension arrangement for individual staff members
References:	Subject to references satisfactory to the charity
Notice:	The post is subject to a 3 month notice period after the probation period
Probation period:	Employment is subject to a 5 month probation period, during which the notice period is one week
Training:	The charity is committed to the training and ongoing development of its staff
Equal Opportunities:	The charity is an equal opportunities employer