



JOB DESCRIPTION

Trust and Foundation Fundraising Manager

About Us

Settle is a charity that supports young adults as they leave the care system and move into their first home. We provide intensive one-to-one support addressing practical life skills, sustaining a tenancy and managing emotional wellbeing. Our preventative approach to homelessness helps care-experienced young people to make long-lasting changes and thrive.

We are a fast-growing organisation and 2023/24 was a big year for Settle. We worked with more young people than ever before, developed new services and expanded our team. Since launching in 2015, we've supported over 600 young people across London and the South East and we're proud to have won the Care Leavers category award at the 2023 Children and Young People Now Awards. We also featured in Escape the City's Top 100 social impact organisations 2022, Guardian Public Service Awards finalists in 2019 and Big Issue's Top 100 Changemakers in 2022.

We work with some brilliant partners; from JP Morgan Chase Foundation and the National Lottery Community Fund, to local authorities and housing associations across London. We're a deeply committed team of 15 supported by a brilliant board of 7 trustees who help us achieve our social mission. We have ambitious plans to continue scaling our impact over the coming years and are in the second year of our 3-year strategy.

OUR APPROACH:

GROW THE GOOD

We focus on building young people's strengths rather than dwelling on their weaknesses. Asset-based approaches underlie all our services.

YOUNG PEOPLE FIRST

We ensure the needs of the young people we support with are prioritised above all else, and we work to overcome barriers in the system.

INTENTION ISN'T ENOUGH

We go the extra mile to ensure we deliver the impact our programmes seek. We are dedicated to improving outcomes for young people.

Job Description

ABOUT THE ROLE



This is an exciting time to join Settle as we look to invest in and grow our fundraising and development capabilities. As Trust and Foundation Fundraising Manager, you'll be working to generate income which will enable Settle to expand its reach, achieve its strategic goals and, ultimately, make a real difference to the amazing young people we serve.

You'll work closely with our senior leadership and support team to help deliver our fundraising strategy. Reporting directly to our Head of Fundraising, you'll lead on writing grant applications, reporting to funders, managing our prospects pipeline and developing and nurturing long-lasting and rewarding relationships with Trust and Foundation funders.

As a potential candidate, you'll bring at least 2 years of grant-writing experience to the role and a strong track record of securing 5-6 figure sums. This is an ideal opportunity for someone looking to step up to a managerial role, or someone already established at that level.

In joining Settle, you'll be joining a fast growing and truly impactful organisation with lots of opportunity for progression and development within our friendly team. We are proud to have been voted one of Escape the City's Top 100 companies to 'escape' to in 2021.

KEY INFO

Reports to: Head of Fundraising

Start Date: As soon as possible

Salary: £34,112-£39,728 (depending on experience)

Hours: Full-time

Contract: Permanent

Location: Hybrid working between our office in Tobacco Dock, and working from home, with occasional external events and funder meetings to attend

Closing date: Sunday 23rd June. Interviews will be held w/c 8th July and w/c 15th July. Please note that you will only be contacted if you are shortlisted for interview.

RESPONSIBILITIES

Trust and Foundations Fundraising

- Work with the Head of Fundraising, Finance Lead and wider team to curate specifically tailored funding proposals based on the interests, history and funding capacity of individual Trusts and Foundations, and based on Settle's ever-changing financial needs and funding priorities
- Write and submit high quality funding applications and reports for trusts and foundations (expected to be in the region of £10,000 - £500,000 but opportunities may vary)
- Collaborate with our Head of Business Development, Programme Managers and Settle Coaches to gather accurate data and compelling case studies to support applications and reports
- Work with the Finance Lead to produce individually tailored budgets, forecasts and other financial documents in line with the requirements of individual funders
- Work with colleagues to monitor the progress of grant-funded projects, ensuring that obligations are fulfilled within the terms of the grant wherever possible and informing funders in a timely fashion of any significant deviations from projections
- Manage funder relationships, ensuring that they are kept informed of progress, key milestones and future opportunities to support the charity, and that they are thanked and thoughtfully stewarded, in order to maximise retention, and increase levels of support over time
- Proactively seek out feedback from funders where appropriate, share insights with the team and use this to adapt your practice
- Stay appraised on Trust and Foundation fundraising trends, and monitor Settle's own Trust and Foundation fundraising performance for patterns and key learnings; use your knowledge to strategically tailor your approach, initiating opportunities to improve our practice where these arise
- Meet with and present to potential and existing funders with passion, enthusiasm and professionalism
- Attend funder events on behalf of Settle

Planning and Administration

- Manage our funder pipeline, identifying new funding opportunities through research and networking, developing a strategic plan of approach and working systematically to meet submission deadlines
- Meticulously record and manage all fundraising data, keeping up-to-date records of all applications submitted, approaches in progress, opportunities secured and other funder correspondence

- Develop and maintain administrative systems, including logging all key documents, such as agreements and contracts, on Settle's shared area
- Support the efficiency of our fundraising systems and processes, applying a solutions-focused approach and thinking creatively to continually strive for best practice

Additional Responsibilities

- Work with the Head of Fundraising to contribute to the development of our fundraising strategy
- Work with the Communications Manager to produce fundraising materials and promotional resources for relevant stakeholders, maintaining Settle's strong reputation of high-quality work, ethos and friendly tone
- Research and apply for awards that build Settle's reputation and highlight our impact
- Support the Head of Fundraising to develop and manage the Fundraising budget, with respect for Settle's Financial Controls and Delegation Policy
- Ensure you are always fully appraised as to Settle's delivery, impact and financial need and representing Settle accurately and positively
- Ensure adherence to the relevant charity legislation and the Institute of Fundraising's Codes of Fundraising Practice

WHAT WE'RE LOOKING FOR

You care about improving the lives of our young people

You're deeply committed to our mission and will go the extra mile to ensure young people are receiving the best quality support they deserve.

You have outstanding writing skills

You'll have a track record of writing high quality applications to trusts and foundations with a keen eye for detail and an understanding of what funders want to see in an application.

You're great with people

You're going to be working with colleagues, partners and young people from a range of backgrounds. It is essential that you demonstrate the compassion and communication skills to build good relationships, and that you are dedicated to embedding equality, diversity and inclusion into all areas of your work.

You take a strategic approach

You apply a considered, research-informed approach, both when identifying and approaching funders. You manage our fundraising pipeline and prospects with the bigger picture in mind, but are also meticulous in your attention to detail, recognising the rigour required in collecting data and in

record-keeping, as well as the nuances of grant-writing. You are exceptionally organised and can manage multiple funding deadlines.

You are proactive

You will take ownership and responsibility for Settle's Trust and Foundation fundraising, and you'll be able to take initiative as well as instruction, leading on projects independently as well as working collaboratively with other team members when required. You will be able to prioritise your time effectively and approach tasks strategically to reach targets.

You are reflective

You're continually looking for opportunities to learn and improve, both on your own practice and on Settle's fundraising practice more broadly. You're able to recognise areas for development and demonstrate an appetite for continual professional development and growth. You use data and evidence to make decisions and are able to recognise and learn from mistakes. You view feedback as a gift and use it to shape your practice.

EXPERIENCE NEEDED FOR THIS ROLE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• At least 2 years of experience of writing successful grant applications and funder reports, and of securing 5-figure grants from Trusts and Foundations• Track record of reporting to and stewarding Trust and Foundation funders• Track record of securing grants from new funders• Track record of securing multi-year grants, and/or renewal funding from existing Trust and Foundation funders• Excellent writing and communication skills and attention to detail• Experience of working for a charity• Experience with using Word and Excel	<ul style="list-style-type: none">• 3+ years of grant-writing experience• A track record of securing 6-figure grants from Trusts and Foundations• Experience as a manager or sole fundraiser• Experience using a fundraising CRM• Knowledge or lived experience of youth homelessness, the care system and/or the issues young people face

WHAT WE REQUIRE

As a precondition of employment, we'll need you to:

- Complete a basic Disclosure and Barring Service (DBS) check.
- Provide two satisfactory references. At least one of which should be from your most recent employer.

BENEFITS

- Flexible working arrangements
- 40 days paid leave per year: 25 days annual leave, 8 bank holidays, 3 days between Christmas and New Year and 4 wellbeing days
- Strong commitment to professional development with a dedicated training budget
- Annual performance and pay progression reviews
- Up to 5% pension contribution
- Scope to take real ownership in a fast-growing charity
- Cycle to work scheme
- Employee Assistance Programme offering free therapy
- Work phone and laptop
- A supportive and inclusive culture with regular team social events

HOW TO APPLY

Please answer the following questions in the form on [our Careers webpage](#). Please also upload a CV and complete the equality and diversity monitoring questions.

We recommend reviewing the 'what we're looking for' section and the essential and desirable experience to ensure you are evidencing as much of those areas as possible. Where possible we also recommend using the STAR approach for answering the questions.

Application questions:

1. What excites you about Settle and about this role?
2. Based on the skills outlined in the 'what we're looking for' section and the essential and desirable experience listed above, please tell us why you think you'd be great for this post.
3. What do you think are the key ingredients to a successful Trust and Foundation fundraising stream?
4. How did you hear about the vacancy?

Settle is happy to receive video or voice recording submissions answering the questions above. If this is your preference please send along with a CV and the equality and diversity monitoring form ([download here](#)) to jobs@wearesettle.org

Please be aware that neither format is preferred and all applications will be considered equally.

We are committed to improving the diversity of our team and we want to ensure that our recruitment process is inclusive and accessible to everyone. Completing the equality and diversity monitoring form alongside your application helps us to achieve this, so please do fill this in, if you are able to.

Once the applications have been received, your equality and diversity information will be separated from your application and will remain anonymous throughout the selection process.

The closing date for the role is Sunday 23rd June. Interviews will be held w/c 8th July and w/c 15th July. Please note that you will only be contacted if you are shortlisted for interview.