



Job Description

JOB TITLE: Trusts and Foundations Manager

LOCATION: This role is based in London (hybrid working with a minimum of 50% of time in the office).

PAY BAND:

RESPONSIBLE TO: Head of Philanthropy

About The King's Trust International

The King's Trust International has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Asia, Africa, Caribbean and the Americas, the Middle East and Europe.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

Ways of working

The King's Trust International (KTI) works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, earn and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our website for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people. [King's Trust International](#)

Context

At KTI we see extraordinary opportunity to grow and expand our Trusts and Foundations support. Drawing from a growing supporter base of family and corporate foundations at King's Trust international and attracting more globally positioned trusts and foundations who have philanthropic or commercial market motivations in our countries of operation. Current partners include: QFFD, Stavros Niarchos Foundation, The Maria Holder Memorial Trust.

As part of our team will you join at an exciting time to help shape and grow this emerging integral income stream that has significant scope to grow.

Purpose of the Role

Supported by the Head of Philanthropy and Head of Corporate Partnerships, you will play a significant role in the realisation of our newly announced 10 year organisational strategy, contributing to KTI's 2026/27 income target of £7.75m and laying the foundations for greater growth thereafter.

Key Relationships

- KTI Senior Leadership Team
- KTI Board of Trustees
- Family Foundations
- Major corporate donors
- KTI Finance Team
- KTI Programmes Team

Key Areas of Responsibility

- To lead and grow income from an established portfolio of trusts and foundations while strategically expanding KTI's funding from global institutional funders, international foundations and multi-year grant makers, in support of the organisation's long-term strategy and impact for young people worldwide.
- Develop and deliver a proactive trusts and foundations strategy that increases income, diversifies funding sources and expands KTI's global institutional funding base
- Manage and grow an established portfolio of trust, foundation and institutional funders, securing significant multi-year and restricted and unrestricted grant income
- Identify, research, qualify and cultivate new trust, foundation and institutional prospects internationally, building a strong future pipeline aligned to KTI's priorities
- The Trust and Foundations Manager is responsible for securing significant grant income from trusts, foundations, and institutional funders in the UK and internationally.
- Lead the development of high-quality funding proposals, concept notes, expressions of interest and reports, tailoring complex cases for support to a range of philanthropic and institutional audiences
- Build and steward strong, long-term relationships with funders through excellent account management, reporting, learning exchanges and strategic engagement
- Work closely with the Programmes team, Finance and MarComms teams to develop compelling funding propositions, robust budgets, outcomes frameworks and narrative reporting
- Oversee grant lifecycle management, ensuring funding agreements, reporting deadlines, compliance requirements and financial tracking are met accurately and on time
- Monitor funding performance against targets, providing regular income forecasting, pipeline reporting and insight to senior leadership and governance groups
- Collaborate with colleagues across the wider King's Trust group to identify cross-entity funding opportunities and share intelligence on global funders and trends
- Stay abreast of international philanthropy and institutional funding trends, translating insights into improved practice, positioning and funding success
- Represent the organisation confidently with external funders, partners and stakeholders, articulating KTI's strategy, impact and ambition with credibility and influence

- Contribute positively to team culture, supporting inclusive ways of working, knowledge-sharing and continuous improvement across the fundraising function

Person Specification

Please read these notes carefully:

The King’s Trust International is committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and know that women, gender non conforming folk and global majority/ Black, Indigenous and People of Colour (BIPOC)/racialised people are statistically less likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description/person specification. KTI is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so we only include essential criteria on our person specification that is genuinely required to do the job. We focus on your aptitude, transferable skills and behaviours to assess your potential with us.

Essential criteria describes the skills, knowledge or qualifications that are necessary to do the role. Some criteria will be assessed at the shortlisting (s) stage and this will be based on the information you have provided in your CV and supporting statement. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally. Do not just say, for example, ‘I have good communication skills.’ Tell us how you have gained experience or used a particular skill or knowledge. Other criteria may be assessed as part of an assessment (a) or at interview (i). Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application**

Essential	Why is this needed?	How will this be assessed?
Skills and Knowledge		
Strategic thinking, with the ability to grow and develop T&F income streams	As the lead relationship manager for a number of KTI’s major partners you will be accountable for retaining and deepening these partners, internally and externally.	I
Detailed understanding of the proposal writing for institutional funders, trusts and foundations		I, A
An organised, strong project manager with the ability to devise and use project/account plans, budgets, and other financial information.		S, I
Competent in proposal writing, adequately pitching the needs of the organisation through a robust detailed data demanding application process.		I, A
Solid understanding of the global partnership and funding landscape and	You will be responsible for engaging existing and new supporters through face-	S, I







the synergies in our programmatic and thematic approaches.	to-face meetings, written proposals, and articulating budgets.	
Understanding of grant compliance, donor restrictions, and risk management, including working within institutional funder requirements and funding agreements.	Compliance failures present the biggest risks for global funders, understanding how to ensure compliance, funder and donor restrictions is essential	S,I
Ability to interpret monitoring, evaluation and learning data and translate impact evidence into compelling cases for support and donor reporting.	As evidence is at the forefront of institutional funding being able to translate MEL data in to a funding narrative is crucial to success	A
Strong financial literacy, including experience working with complex grant budgets, cost recovery models and financial reporting.	Literacy in full cost recovery, multi currency budgets, variance tracking are prerequisites due to our global funding requirements.	
Solid understanding of the motivations of corporate and philanthropic foundations and aligning partnerships to strategically service a business's CSR/philanthropic goals.	You will be expected to play a key role in the wider fundraising team, and in communicating internally within KTI the needs of corporate partners.	I
An ability to understand complex information across a wide range of sectors, identifying appropriate insights and presenting these concisely.	You will be required to interpret and present complex information to key stakeholders, internally and externally.	I
Collaborative team player, with a good sense of humour and strong strategic leadership skills.	You will be expected to play a key role in the leadership of the wider fundraising team.	I
An excellent communicator, written and verbal, with strong attention to detail.	You will be responsible for engaging existing and new supporters through face-to-face meetings, written proposals, and articulating budgets.	I
Outstanding interpersonal skills including ability to demonstrate tact, sophistication, and gravitas.	To effectively grow our partnerships, you will need to have good influencing skills, with the ability to influence a broad range of stakeholders both internally and externally.	I
Tenacious, self-starting, and able to thrive in a fluid, entrepreneurial context	You will need to drive and manage your own portfolio, other Fundraising colleagues supporting that portfolio, in a newly established role.	S,I

Experience		
Track record of securing and stewarding high impact and shared-value grants at six figures/year and above.	You will be expected to secure high value and sustainable donations, managing your own portfolio.	S, I
Significant experience of trusts and foundations fundraising and/or grant making organisations.	To be credible and confident externally and internally you will need to have a solid understanding of the context in which we operate.	S, I
Proven experience in involvement with designing and delivering a successful T&F strategy.	You will be required to work with the Head of Philanthropy to develop and implement KTI's T&F strategy.	S, I
Strong experience of working with senior internal stakeholders, ideally across international markets, to support the cultivation of new high value partnerships.	You will be expected to organise and influence senior stakeholders, both internal and external, and Fundraising team members.	S, I
Experience of leading large scale proposals across complex, multi-regional organisations.	To confidently and credibly lead colleagues and matrix teams to deliver on our T&F fundraising plans.	I
Ability to use CRM systems and data to manage pipelines, forecast income and inform strategic decision-making.	Use of a CRM for data and tracking purposes.	
Experience of considering due diligence processes and strong intellectual judgment on the appropriateness of corporate and brand alignment with our cause.	You will be required to ensure compliance with due diligence processes.	I

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a	We understand, value and promote diversity of experience and thought to enable our staff, partners	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical

		positive impact	and young people to thrive and achieve their full potential		principles to our work
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Here at the King’s Trust International, we are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by KT CAN (our Cultural Awareness Network), KT GEN (our Gender Network), KT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.






THE WELFARE OF OUR YOUNG PEOPLE

The King’s Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure Having a criminal record will not automatically exclude applicants.

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public.

These are our core behaviours for all staff.

 <p>Effective communicators</p>	 <p>Approachable</p>	 <p>Solution-oriented</p>	 <p>Inclusive</p>	 <p>Emotionally intelligent & resilient</p>
<p>We demonstrate an open, honest, jargon-free and clear communication style to build rapport and nurture partnerships with internal and external stakeholders.</p> <p>We communicate core expectations, for example around safeguarding, clearly and effectively to ensure young peoples’ safety is at the centre of our work and never compromised.</p> <p>We value the importance of transparency, honest</p>	<p>We demonstrate characteristics of open-mindedness, respect and honesty to anyone wishing to approach us.</p> <p>We apply our behaviours to support this by being mindful of our own reactions and being receptive to ensure people want to engage with us, we actively listen and demonstrate our appreciation of their input.</p>	<p>We focus our energy on enabling solutions to the challenges we meet.</p> <p>We demonstrate leadership by owning our work, taking responsibility for our actions and pro-actively engaging with our stakeholders and partners to gain deep understanding of the environments we work in and the young people we work for.</p> <p>We support our partners, colleagues and youth in solving problems and</p>	<p>We value different backgrounds, experiences and opinions and believe that these will make us better equipped to make quality decisions, apply sensitivity to context and mutual exchanges, as well as recognise potential throughout our organisation and our partnerships.</p> <p>We actively invest in rapport building with all stakeholders and strive to support</p>	<p>We nurture awareness and reflection, including being mindful of self-biases, cultural differences, as well as our own and other people’s circumstances.</p> <p>We foster the capacity to be aware of, control, and express our emotions, and to handle interpersonal relationships judiciously and empathetically.</p> <p>We use emotional intelligence to build</p>

<p>feedback, setting clear expectations, understanding roles and responsibilities, and speaking up for what we believe is right.</p>		<p>delivering impactful programmes.</p> <p>We plan and adapt our interventions and processes and employ proactiveness to enable the most meaningful outcomes.</p>	<p>team work internally and externally.</p> <p>We respect others and our planet. We apply humility and empathy and strive for reciprocity and equality in all exchanges.</p>	<p>resilience. We risk making mistakes as a way of learning.</p> <p>We celebrate creativity, curiosity, eagerness to learn and open-mindedness.</p>
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