

# Trusts and Foundations Manager



**Job title:** Trusts and Foundations Manager

**Reporting to:** Head of Fundraising

**Location:** Alton, Hampshire (flexible/hybrid working considered with a minimum of one day per month at Head Office)

**Hours:** 37.5 hours/week  
Permanent

**Salary:** £35,000 to £39,000 a year, dependent on experience

**Ensuring no one faces kidney disease alone**



## About Kidney Care UK

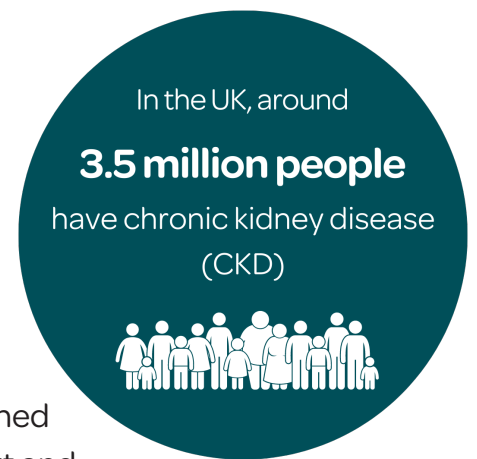
3.5 million people in the UK live with chronic kidney disease. One million of these people don't know that they do.

For nearly 50 years, Kidney Care UK has been at the forefront of supporting people with kidney disease. From our early days when we campaigned to introduce donor cards in the UK, we have worked hard to support and represent the interests of everyone affected by kidney disease.

We continue to provide practical, emotional and financial support for individuals, while also working with health professionals to improve care services and campaign for change.

We are here for the everyone, for those struggling to make ends meet, for families and loved ones and we fight tirelessly, giving our total support, to improve the lives of kidney patients and their families. It is an exciting time to join Kidney Care UK.

You will be a key part of our ambitious plans to ensure no one faces kidney disease alone.



From establishing a Fundraising Team just eight years ago, we have achieved significant growth as we seek to establish a sustainable, balanced and mature fundraising portfolio. We've grown significantly over the past five years and non-legacy income is now doubling year on year. But this is just the start – we want to triple our fundraising income in the next three years as we receive no statutory funding. We have to – there are so many people who need us, which is underlined by the increasing demand for our services.

In 2024, we will support more people living with chronic kidney disease than ever before. We need to generate more than £3.2m in 2024 to allow us to continue to do this.

Over the next five years, we will need to generate more than £5m per year to sustain our growth to ensure that we can support the number of kidney patients who need our help. You will play an integral role in making this happen.

## Safeguarding

Kidney Care UK is committed to safeguarding and promoting the welfare of children, young people and Adults at Risk and expect all staff and volunteers to actively support this commitment. A DBS check may be required for this role.

## Role summary and purpose

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This role is responsible for managing and developing the charity's portfolio of Trusts and Foundations, securing significant gifts and growing the long-term potential of this portfolio (target for 2024 is £378,000). There is no direct line management, however the successful candidate will be expected to work closely with Senior Management Teams and other departments and stakeholders to build and develop cases for support to help fund our much-needed work.

The successful candidate will utilise their expert writing skills to shape those cases for support into compelling, high-quality proposals and reports.

Being able to build relationships with a wide range of audiences including funders is key. Inspiring them to support kidney patients across the UK and engage with the kidney community, enabling them to tell their stories and better communicate how larger trust grants can make a real difference for people with chronic kidney disease.

A dynamic, self-motivated, ambitious and pro-active fundraiser is required for this role, demonstrating enthusiasm for the projects and services we are seeking funds to support.

## About you

The ideal candidate for this role will have experience and a proven track record of successful income generation and delivering against targets.

You will have demonstrable experience in researching potential Trust funders, submitting compelling proposals, securing funding and project managing successful bids through to completion of the grant award. You will also have a background in report writing and demonstrating grant impact whilst being able to build relationships with funders, individual/major donors and senior stakeholders.

Experience of providing excellent supporter care, building mutually beneficial long-term relationships with funders is a must for this role.



# Key responsibilities

## Research and process management

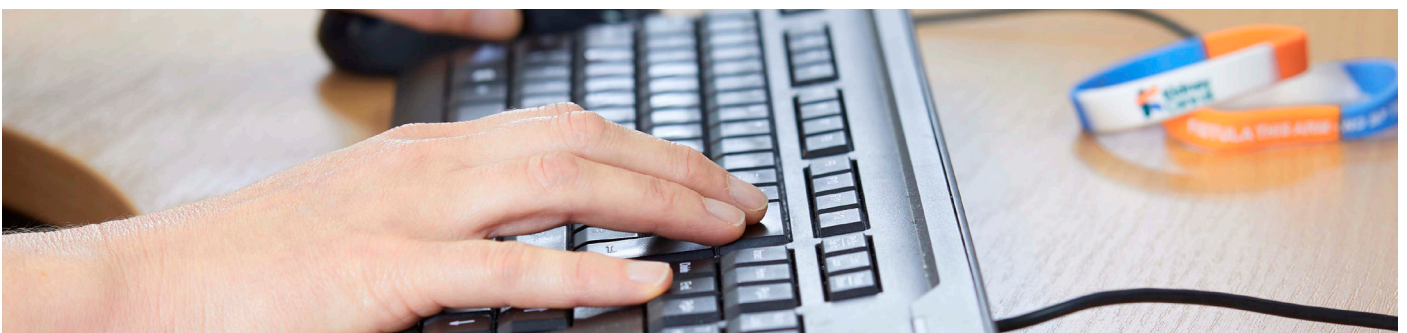
- Work closely with our Director of Patient Support Services (Patient Grants, Hospital Grants, Advocacy and Counselling) to fully understand our work, and with our Director of Finance to fully understand the costs of delivering our work
- Build strong cases for support, ensuring that you have all the information needed to create compelling proposals and reports for high and mid-value funders
- Research and identify prospective trusts and foundations and other grant giving bodies
- Grow and maintain a strong trust funding pipeline, creating new trust prospects for our priority funding areas
- Develop our long-term trusts and foundations strategy, and agree ongoing budgets and targets for this income stream
- Maintain accurate records including tracking and analysing opportunities, results, and outcomes

## Fundraising

- Identify and manage a pipeline of high-value prospects and opportunities which have the potential to deliver five- and six-figure grants
- Work with colleagues across Kidney Care UK to develop and submit high-value and high-quality trust and foundation bids for a range of short, medium and long term projects
- Develop relationships with the Senior Management Team and other key stakeholders across the charity maximising every opportunity for cultivation and development
- Champion ways of working with the kidney community to enhance your fundraising approaches
- Plan and organise opportunities for funders to view Kidney Care UK's work first-hand, ensuring all safeguarding procedures are followed and met

## Reporting

- Compile comprehensive and compelling progress reports to feed back to grant makers in a timely fashion and incentivise continued support
- Alongside the Director of Finance, prepare accurate budgets detailing spending of specific grants
- Draw down on any multi-year grants as outlined in our annual budget
- Provide briefing notes and income pipeline on donor activities and potential funding opportunities



## Person specification

Competencies: knowledge, skills and experience	Essential	Desirable
Demonstrable expertise in the requirements of trusts fundraising (bid-writing, budgeting, reporting) and success in securing significant grants	✓	
Advanced writing skills, encompassing copywriting and proofreading, along with solid analytical and research skills, with the ability to tell compelling stories within challenging word count limits	✓	
Proven experience of devising budgets and project plans and reporting against them	✓	
Understanding of sector best practice and relevant fundraising/charity legislation	✓	
Highly skilled communicator with fine-tuned influencing and relationship building skills	✓	
Ability to work autonomously and collaboratively in a dynamic setting, managing various responsibilities and meeting deadlines	✓	
Ability to work with a wide range of stakeholders at all levels of Kidney Care UK and other organisations, from CEO to junior team members	✓	
Strong team working ability, with the skills and behaviours required to lead internal projects towards clear goals	✓	
Ability to organise, analyse and present written and numerical data	✓	
Maintain a strong understanding of, and empathy with, all issues relating to living with chronic kidney disease, and of all the services we offer to ensure that nobody faces kidney disease alone	✓	
Wide ranging up-to-date knowledge and experience of fundraising in the UK		✓
Experience of using a fundraising database and online funding research tools		✓
Interest in Kidney Care UK's work and charitable activities		✓

## How to apply

Please send your CV and a covering letter demonstrating how you would be perfect for this role to [fundraising@kidneycareuk.org](mailto:fundraising@kidneycareuk.org)

Closing date for applications: Tuesday 30 April 2024. However, applications are being reviewed and interviews are being conducted on a rolling basis, so please apply without delay to avoid disappointment.

# Employment benefits

## ✓ Pension

- Employer contributes 8% with minimum employee contribution of 2%

## ✓ Flexible working

## ✓ Retail discounts

## ✓ Generous annual leave

- 25 days annual leave (pro-rata for part time), plus Bank Holidays and three days between Christmas and New Year

## ✓ Cycle2Work Scheme

## ✓ Learning and development

- You'll be able to access the full benefits of our membership of Fundraising Everywhere and Charity Comms

## ✓ Employee Assistance Programme

- Financial and debt advice service
- Access to range of online resources, podcasts, and advice
- 24/7 access to free, qualified counsellors (and up to eight face-to-face sessions per year)

## ✓ Health Cash Plan

- Claiming back towards the cost of routine medical and health treatments
- Discounted health club/gym membership for participating gyms
- Access to Virtual GP and prescription service, digital physiotherapy, as well as a health and stress helpline

## ✓ Family leave

- Enhanced Maternity, Paternity and Adoption Pay