

LITERACY PIRATES

Literacy, Confidence & Perseverance.

CANDIDATE PACK · 2026

Trusts and Foundations Manager

Helping children aged 9–13 who are falling behind at school build the literacy, confidence and perseverance to succeed.

SALARY	CONTRACT	LOCATION
£44,000	**Full time, permanent**	**London, hybrid**

Why it matters

Literacy Pirates' vision is for every child to have the literacy skills, confidence and perseverance to succeed at school and beyond.

We provide free, after-school literacy support to children who are falling behind in class and have fewer opportunities for additional support. Founded in East London, our programme now runs online and serves children anywhere in the UK.

The role

Helping us grow from 650 to 3,000 children a year by 2030.

To reach more children, the fundraising team must double our income over the next four years, from £1 million to £2 million a year. Trusts and foundations currently provide 45% of our income, and you'll be responsible for maintaining that share as our fundraising grows, year on year.

This is an opportunity for a trusts and foundations specialist with a keen interest in strategy and a flair for building strong relationships with funders. You'll have significant freedom to design and deliver a growth-oriented trusts strategy, knowing the impact every new grant has on the number of children we can support.

You'll report to the Head of Development and join the Fundraising & Communications team.



What you'll do

Grow the trusts and foundations income that funds our expansion, and build lasting relationships with the funders behind it.

Research and pipeline

- Research and identify trusts, foundations and other funding opportunities to grow Literacy Pirates' funding base.
- Develop a pipeline of high-quality funding applications to meet agreed income targets.
- Monitor sector trends and share insights on funding opportunities and best practice.

Funder relationships

- Build and maintain excellent relationships with funders, ensuring effective stewardship at all stages.
- Attend conferences and networking events, and arrange funder visits and meetings.

Writing and grant management

- Write compelling funding proposals, grant applications and reports, drawing on organisational impact data and stories.
- Use AI tools to work efficiently on prospect research and analysis, and on proposal drafting and reporting, alongside your own writing and judgement.
- Manage the full grant cycle, including reporting deadlines, compliance with grant conditions and preparing funder budgets with colleagues.

Across the team

- Track progress against targets and provide regular updates to the Head of Development.
- Provide support and leadership to the broader fundraising team.
- Contribute to the charity's wider fundraising strategy, so trusts and foundations income complements individual giving, corporate partnerships and community events.
- Work with the Education and Comms team so the right impact data and case studies are available for proposals, reports and marketing.
- Keep accurate, up-to-date records of applications, grants and funder communications in Salesforce.

Who we're looking for

Tell us in your application how your experience matches what's below.

Experience

- At least three years' experience of trusts and foundations fundraising, with a proven track record of securing five- and six-figure multi-year grants and managing a portfolio of funders against an income target.
- A strong track record of prospect research using a mixture of techniques.
- Knowledge of UK funders, including national and regional or place-based funders.
- Experience representing an organisation at events and conferences.

What drives you

- Commitment to safeguarding and the welfare of children and young people.
- Commitment to improving outcomes for children from less advantaged backgrounds.

Skills

- Strong grant-writing skills, producing clear, persuasive and tailored proposals.
- Excellent relationship-building and management skills with funders and external stakeholders.
- Strong numeracy and experience of preparing budgets for funders.
- Highly organised, able to manage multiple deadlines and priorities.
- Familiarity with Salesforce or other CRM systems.

A plus, but not essential

- Experience of using AI tools for prospect research and analysis, proposals and reports.
- Knowledge of the education sector.

How to apply

Complete our application form by 2 January 2027 at www.tfaforms.com/5241452

Interviews will take place in the week of 11 January 2027.

Need any adjustments to apply or attend an interview? Email fundraising@literacypirates.org and we'll be happy to help.

SALARY
£44,000 incl. London weighting

LOCATION
London, hybrid (one day a week in the office)

ANNUAL LEAVE
27 days, plus our closure between Christmas and New Year

BENEFITS
Contributory pension, enhanced sick pay, employee assistance programme, two paid volunteering days and Cycle to Work