

# Job description

<b>Job Title:</b>	<b>Trusts and Foundations Manager</b>
<b>Location:</b>	Remote (with very occasional travel for department or staff away day)
<b>Managed by:</b>	Head of Partnerships
<b>Hours:</b>	35 per week (but would consider 30+ hours over 5 days)
<b>Contract:</b>	Permanent
<b>Salary:</b>	£ 38,000 - £40,000 depending on experience

## JOB DESCRIPTION

### Purpose of the Post

This is an exciting time at Cruse Bereavement Support as we develop and implement our new strategy to support more bereaved people. The role of Trusts and Foundations Manager is essential for the delivery of our work supporting bereaved people across England, Wales and Northern Ireland.

You will take the lead role in proactively securing and growing income from charitable trusts and foundations, working collaboratively with funders and teams across the organisation to develop and submit compelling proposals. The role will ensure high quality applications, cultivation of donors across key portfolio areas and excellent stewardship of funders.

As a confident and strong relationship builder, you will play a key role in the development of this important income stream at Cruse, as part of a passionate, supportive and high performing team, which also includes National Corporate Partnerships and External Training and Consultancy.

This role will require very occasional travel for department or organisational staff away days.

### Key responsibilities and duties

- Support the implementation of Cruse Bereavement Support's new organisational strategy (currently in development) by securing long-term income and growth.
- Continue to develop and implement the trusts and foundations strategy alongside the Head of Partnerships and Trusts and Foundations Officer.
- Line manage the Trusts and Foundations Officer, ensuring they are motivated, supported and delivering to target.
- Continually research Trusts and Foundations to grow and develop the pipeline of trusts and foundations with the potential to fund Cruse's core services and specialist projects.
- Maintain and develop your own portfolio of funders across Cruse's key programme areas.

- Build excellent relationships with trusts and grant making bodies, to increase long-term engagement with the charity, maximising new and repeat giving.
- Actively build relationships across the organisation with internal stakeholders, including volunteers, to develop compelling cases for support and package projects and services.
- Create clear, compelling and persuasive applications/proposals and produce high quality reports to funders to deadlines and reporting schedules.
- Work with the Head of Partnerships to report on the teams' activities to the Director of Income Generation and Marketing and communicate the work of the team to the wider organisation.
- Work strategically to target applications and submit the appropriate volume to meet income targets.
- Work collaboratively with members of the wider fundraising team to maximise opportunities for income generation across fundraising streams.
- Maintain accurate records, ensuring information is kept up to date on the Beacon database.

## **PERSON SPECIFICATION**

### **Experience**

- Significant experience in successfully securing income from trusts and foundations including demonstrable experience of securing five and six figure grants
- Experience of building and delivering growth in income from trusts and foundations
- Proven ability to form good working relationships, internally and externally, at all levels
- Proven track record of working towards and exceeding income targets
- Experience of working both individually and as part of a team to drive and deliver multiple projects and work streams
- Experience of remote line-management or confidence in ability to do so
- Experience of delivering presentations with senior internal stakeholders and/or grant makers

### **Knowledge and skills**

- Up to date on current grant making trends
- Excellent organisational skills and ability to work to deadlines and re-prioritise workload
- Understanding of the impact of bereavement and grief on people's lives
- Strong creative writing skills
- Strong verbal communication skills
- Excellent IT skills including use of databases for running reports
- Flexibility and able to work on own initiative

### **Personal attributes**

- Pro-active, ambitious, target driven, self-motivated and enthusiastic
- Willingness to be flexible in your work; actively contributing to the work of the wider team and department to further the aims of Cruse's mission
- Ability to function well in an environment where bereavement issues are constantly under discussion

### **Commitment and values**

- Commitment to Cruse Bereavement Support's mission, visions and values
- Commitment to equality of opportunity, diversity and inclusion