

Job description

Job Title:	Trust and Foundations Manager
Location:	Remote in the UK (homebased) with occasional travel
Managed by:	Head of Development
Responsible for:	Trust and Foundation Team
Hours:	35 Per week (will consider part-time)
Contract:	Full Time Permanent
Salary:	FTE: £41,000 per annum

At Cruse, our strategy, sets out our charity's plans to grow our income and build on our expertise and unique position in the sector. We provide expert bereavement and grief information and support, and our charity has been supporting people for over 65 years. We support adults, children and young people across England, Wales and Northern Ireland, through our national services, over 80 local branches and online information about grief and bereavement.

Job purpose

The role of Senior 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 researching and building a strong pipeline of opportunities, securing and growing income from charitable trusts and foundations, taking on a leadership role in working with senior external and internal stakeholders including funders and teams across the organisation to develop and submit compelling projects and proposals. The role will include the line management of the Trust and Foundation Team and ensure the creation of high-quality applications, ambitious cultivation of donors across key portfolio areas and consistent and appropriate, stewardship of funders.

As a confident and strong leader and 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.

Key responsibilities

- Develop a strong pipeline of funding opportunities from trust and foundations, including corporate foundations.
- Work closely with the Head of Development to develop, evolve and implement the Trusts and Foundations strategy into the wider development strategy with statutory funding.

We help people through one of the most painful times in life – with bereavement support, information and campaigning.

Charity Registration Number: 208078. A company Limited by Guarantee Number: 638709.

- Personally responsible for the development and submission of large, six-figure multi-year bids.
- Work closely with the Trust and Foundation Team to support the overall team objectives (including writing and submitting bids and reports, CRM reports and updates and funder research).
- Maintain and develop a portfolio of funders across Cruse's key programme areas.
- Build excellent relationships with trusts and grant making bodies, to improve long-term engagement with the charity, maximising new and repeat giving.
- Actively build relationships across the organisation with internal stakeholders at all levels, including volunteers, to develop compelling cases for support and package projects and services.
- Create clear, compelling and persuasive applications/proposals for larger funders and produce high-quality reports to funders to meet deadlines and reporting schedules.
- Work with the Head of Development to report the teams' activities to the Director of Fundraising and Communications and represent the team by positively communicating the work of the team across the wider organisation.
- Work strategically to target applications and submit the appropriate volume to meet income targets.
- Work flexibly and collaboratively with members of the wider Fundraising Team to maximise opportunities from all fundraising streams.
- Support applications and bids for the wider Development Team as agreed, dependent on priorities.
- Maintain accurate records, ensuring information is kept up to date on the fundraising CRM.

Leadership

- Lead a team to deliver income targets from a range of Statutory and Trust and Foundation income sources including large corporate foundations (in partnership with the Voluntary Income Team).
- Set objectives and managing reviews and performance against agreed targets.
- Contribute effectively to leadership and management as a member of the Fundraising Team and Marketing and Communications Team.

Regulations and Legislations

- Ensure fundraising activity complies with all relevant regulations and best practice, including the Fundraising Regulator's Code of Fundraising Practice, GDPR requirements, HMRC SORP (where necessary) and wider charity sector standards.

Person specification

The following outlines the qualities, skills, and experience we seek in the successful candidate. As you prepare your application, we encourage you to provide clear, well-evidenced examples demonstrating how you meet the criteria. This will allow us to assess your suitability for the role effectively.

Essential	Desirable
Qualifications & Experience	
Significant experience in successfully securing income from Trusts and Foundations with demonstratable experience of securing five and six figure grants and thereby achieving income targets	
Experience of building and delivering growth in income from trusts and foundations	
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	
Line management experience managing a high performing team	
Keys Skills and Expertise	
Excellent interpersonal skills with an ability to form good working relationships internally and externally on a range of platforms	
Competent IT Skills with the ability to work within the Microsoft office 365 suite and use of various databases for running reports	
Ability to develop compelling presentations and delivering to senior stakeholders and/or grant makers	
Strong creative writing skills	
Up to date on current grant making trends including research	

Key Competencies & Attributes	
EDI commitment – Demonstrates a deep understanding and dedication to equality, diversity, and inclusion within the workplace	Ability to function well in an environment where bereavement issues are constantly under discussion
Self-motivation, autonomy & team player – Works independently while responding to evolving priorities with agility and will actively contribute to a cohesive and motivated workplace culture	Working in the charity sector with a passion for the cause
Every role serves as an ambassador for our mission, championing the charity and inspiring others to support and engage with our fundraising efforts	
Values-driven approach – Consistently demonstrates behaviours aligned with organisational values	