



NEW ROLE: Trusts & Foundations Manager

Hours: 21 hours per week

Remuneration: £39,226 FTE

Location: Hybrid, based at Highlands Farm, Woodchurch, Kent

Reports to: Head of Supporter Engagement

Job Description

Position Overview

We are seeking a highly motivated and experienced Trusts and Foundations Manager. You will play a critical role in helping Canterbury Oast Trust (COT) meet its strategic objectives by developing a sustainable and ambitious fundraising program to support our core initiatives in adult social care and our tourist attraction.

In this role, you will provide exceptional relationship management to our current portfolio of funders, donors, and supporters, while actively seeking to diversify and expand our income by building relationships with trusts, foundations and statutory funders.

Key Responsibilities

Relationship Management and Income Growth

- Manage and nurture a portfolio of existing relationships with donors, funders and supporters through our CRM system.
- Lead on identifying and securing new income from trusts, foundations, grants, statutory, and government funders.
- Take responsibility for feedback, reporting, and rebids to ensure continued support and growth.

Proposal Development

- Craft detailed, compelling, and impactful proposals aimed at securing multi-year commitments from potential supporters.
- Collaborate with internal teams to ensure proposals are coherent and aligned with organisational needs.

Prospect Pipeline Development

- Conduct thorough research and build a robust pipeline of new funding opportunities. Ensure a steady flow of prospects that align with our programme needs and strategic priorities.

Canterbury Oast Trust

Registered Charity no. 291662 | Registered Company no. 1897198 | VAT no. 7814 99090

📍 Highlands Farm, Warehorne Road, Woodchurch, Kent TN26 3RJ

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🌐 COT: www.c-o-t.org.uk | Rare Breeds Centre: www.rarebreeds.org.uk



Income Generation and Financial Management

- Lead the development of high-quality funding proposals and contract submissions, overseeing the entire project management process.
- Collaborate with departments to ensure proposals are comprehensive and aligned with organisational goals.

Human-centric Content Design

- Apply a human-centric approach to designing content for external audiences. Support colleagues in deepening their understanding and application of this approach across all communications.

Reporting and Impact Demonstration

- Ensure that all reporting deadlines are met with high-quality submissions that clearly demonstrate the impact of funded projects and programs. Maintain excellent relationships with funders through transparent and effective communication.

Market Trends and Strategic Insight

- Stay informed about the latest trends, research, and data related to contracts and grants. Regularly update the SMT on upcoming opportunities to unlock funding and advance organisational priorities.

Person Specification

Qualifications Knowledge and Training
Strong relationship-management skills.
Creative and ambitious approach to fundraising with high integrity and attention to detail.
Good overall understanding of the goals and objectives of COT.
Excellent interpersonal skills with a wide range of people using tact and diplomacy.
Strategic thinker with the ability to convey complex and nuanced information in clear and compelling language.
Ability to work independently while also being an excellent team player and collaborator.
Outcomes-focused and target-driven.
Open to new ideas and operates with a “can-do” attitude.
Excellent written and verbal communication abilities with the confidence to pitch to funders / commissioners.
Computer skills with proficiency in Microsoft Office, Excel, PowerPoint, Word etc.

Work Related Experience
Significant experience securing funding from trusts, foundations, grants, corporate and / or statutory donors.
Proven ability to build long-term relationships with senior stakeholders, supporters and prospects.
Experienced, highly organised project manager.
Research and prospecting knowledge and experience.

Other Essential Requirements
Strong connection to the mission, vision and values of COT.
You must have your own vehicle and a clean driving licence.
You must provide evidence of your right to work in the UK.
You may be required to undertake a DBS check.

Canterbury Oast Trust is built on acceptance, respect, and inclusion, where everyone feels that they belong and can make a meaningful contribution. We encourage applicants regardless of religion, ethnicity, nationality, disability status, sex, sexual orientation, gender identity, family, or parental status. If you need any assistance during the recruitment process, please let us know.

We'd be delighted if you tick off all our boxes, but we also believe it's just as important we tick all of yours. If you think you have most of what we're looking for but not everything, go ahead and apply. We'd still love to hear from you!

All appointments are subject to proof of eligibility to work in the UK; an enhanced check with the Disclosure and Barring Service and two satisfactory references.