

## Trusts and Grants Manager Job Description

<b>Job title</b>	Trusts and Grants Manager	<b>Location</b>	Office based – two days per week
<b>Department</b>	Fundraising & Communications	<b>Length of contract</b>	Permanent
<b>Outreach Work Required</b>	N	<b>Safeguarding level</b>	TBC
<b>Reporting to</b>	Manager: Head of Fundraising & Communications	<b>Direct reports</b>	n/a
<b>Working Hours</b>	35 hours per week	<b>Working Pattern</b>	7 hours per day, core hours 9-5pm

## About Toynbee Hall

Based in the East End of London since 1884, Toynbee Hall is a charity working alongside people facing poverty, injustice, and inequality to build a fairer East London. We provide vital advice and support, working in partnership to tackle unfairness and ensure everyone has an equal chance to thrive.

We have recently launched a new strategic plan which reinforces that our purpose is to build a fairer future with an end to poverty, injustice, and inequality.

We work towards this by:

- Addressing poverty and injustice through advice and support and influencing systemic change.
- Shifting power to people and communities affected by injustice and inequality.
- Collaborating to end poverty and build fairer systems and institutions. What we want to see in the world starts with our community and our organisation.

This means:

- Working together to build a thriving local community where people have the resources they need, feel their voices are heard and are optimistic about the future.
- Being a good employer, where people are treated fairly, feel engaged and empowered, and work together to achieve our shared vision.

- Acknowledging the role Toynbee Hall has historically played in civic society while recognising that our role now is to shift power, to be an effective partner, and to amplify voices that are less likely to be heard.

What we learn from our work in east London we use to inform and influence wider policy – working to influence change in structures, systems, and policies.

### Department background

We are looking for a talented and proactive Trusts and Grants Manager to raise funds from and manage strategic relationships with trusts and foundations. You will manage a varied portfolio of existing and prospective funding partners, developing relationships with funders that help Toynbee Hall to deliver the best possible outcomes for people in our local community.

The role is a key part of a dynamic and supportive fundraising team, who are responsible for everything from the charity's corporate partnerships to large-scale grant funded projects and some institutional partnerships. This is an exciting time to join the team: the fundraising team is new, energised and committed to working with both internal and external stakeholders. In addition, Toynbee Hall's capital redevelopment programme has re-energised our programmes and strategy to reflect the heritage of a building that inspires social change, responds to emerging need and act as a catalyst to tackling inequality. In a time of spiralling living costs, increasing gentrification and loss of state support, this is needed more than ever.

Our income comes from a mix of sources: six to seven figure grants via strong partnerships with our local authority, the City of London, and the Money and Pensions Service, and increasingly earned income from commercial activities.

Beyond these streams of income, our strength and ability to meet needs, influence, and innovate are dependent on the income we raise through fundraising from a wide range of voluntary donations, and grants from trusts, foundations, corporates, and individuals.

We have strong relationships with multiple large-scale foundations and corporate supporters and a good track record of high-level multi-year funding. There is a good foundation in place with massive potential for growth by engaging funders in our refreshed priorities and harnessing our powerful network of ex-volunteers and community members warm to Toynbee Hall. The organisation has great resources for fundraising including good evaluation and monitoring systems, supportive project leads, and an engaged and proactive Chief Executive with a background in fundraising.

We try hard to make Toynbee Hall a great place to work – and you would be joining an outstanding, diverse team who support each other and show great innovation and resilience.

### How we work

Our values are Inclusive, Courageous and Empowering and we expect everyone who works with us to work in a way that aligns with these values and to do their utmost to deliver our strategic objectives according to their role.

### Job purpose

Are you passionate about challenging poverty and inequality? Do you have the ambition and drive to make a difference as a key senior leader at Toynbee Hall, a charity that for over 130 years has been the pioneer for social action and change, championing a fairer future for everyone in the heart of East London and beyond?

Most importantly, can you convince others of the value of our work, and secure the investment and support we need to help people and communities change their futures for the better?

If your answer is yes, Toynbee Hall is looking for an experienced, proactive Trusts and Grants Manager to join our diverse team.

This exciting role offers a superb opportunity for a dynamic fundraiser to lead and develop this crucial income stream. With exceptional relationship management and written skills, and proven experience of raising six-figure plus grants, you will manage strategic relationships with trusts, grant makers and statutory funders, maximising income to help combat the causes and impact of poverty - and to inspire the next generation of social activists.

### Key working relationships

- Work with Head of Fundraising & Communications to develop and maintain reporting and application systems and coordinate information across the fundraising team
- Communicate with funders' senior staff and trustees to develop appropriate engagement strategies and approaches
- Build relationships, multiyear partnerships and income from existing trusts and foundations
- Working closely with colleagues to identify and develop new projects and appeals

### Key Responsibilities

#### Donor management

- Write tailored, inspirational applications and project reports addressing grant-making priorities or requirements as specified
- Create and maintain a schedule of approaches to new, lapsed, and existing funders; developing, writing, and delivering creative and engaging proposals in line with the objectives and criteria of each funder
- Work collaboratively across teams and areas of operation identifying new funding opportunities, reporting on impact and evaluation
- Develop and implement a programme and methodology of approaches to small, medium and large trusts
- Work toward an agreed annual work plan meeting targets and milestones; prioritising workload and planning activity.

### **Identifying funding opportunities to ensure that our charity broadens awareness of and funding for our vital work**

- Identify and research a comprehensive pipeline of realistic funding opportunities including trusts and corporate foundations
- Maintain a broad knowledge of the organisation's funding needs
- Liaise closely with senior managers and teams to plan and develop the strongest possible proposals
- Approach funders, develop and maintain new relationships and access new fundraising opportunities
- Regularly research new opportunities via cold trusts

### **Developing strong relationships with funders**

- Develop and maintain stewardship plans to keep all funders engaged with the impact of their support, including managing visits
- Report to key funders on progress, expenditure, and future plans
- Working with delivery and management staff to ensure that funder objectives and monitoring requirements are met
- Maintain accurate records and information about funders on Raiser's Edge NXT and in communication with the finance team
- Identify and initiate opportunities for funders to engage with Toynbee Hall beyond their funded project

### **Strategic**

- Plan and deliver individual fundraising projects; developing new fundraising ideas and engaging internal and external stakeholders to deliver them
- Work with Head of Fundraising to report and forecast progress against established targets for income, research, and relationship development

- Stay informed of developments and trends in fundraising by monitoring sector news and networking with appropriate organisations
- Work with Executive team and CEO (Chief Executive Officer) to leverage their contacts and expertise

### **Team responsibility**

- Develop and maintain mutually supportive internal relationships with project teams, finance, monitoring and senior management
- Work in line with the Institute of Fundraising's Code of Practice, Fundraising Regulator and GDPR, fulfilling any additional legal requirements related to this function of fundraising <sup>[L]</sup><sub>[SEP]</sub>
- Take responsibility for your personal development and seek out opportunities for support and development

## Person Specification

The successful candidate will demonstrate:

### Essential Criteria

*Please note if candidates do not demonstrate all the requirements listed under essential then they cannot be taken to the next stage of the recruitment process when the role is vacant/advertised.*

### Skills

- Preparation and submission of complex, successful, funding applications, including large (£100k+) awards from trusts, foundations, or statutory funders.
- Securing and managing small, medium, and large grants from trusts, foundations, or statutory funders via diverse approaches
- Experience of managing or developing strategic relationships from identification all the way through to securing a gift or grant.
- Excellent cultivation and stewardship skills.
- A strong writer, able to produce concise and compelling content to deadlines, demonstrating need, solution, and impact
- Excellent written and verbal communication skills; able to articulate complex information into simple and compelling messages
- Good interpersonal skills, able to work with people at all levels.
- Good numeracy skills and comfortable working with and reporting on data and budgets
- Excellent attention to detail.
- Highly organised; able to prioritise own workload and act on own initiative.
- Computer literate, including MS Office and online application processes.

### Knowledge and understanding

- Understanding of the importance of grant funding relationships in the charitable sector.
- Evidence of networking and relationship building in the fundraising sector
- Knowledge of regulatory requirements in fundraising

### Personal attributes

- Inclusive - open-minded, transparent, convening and collaborative; seeking fresh and alternative perspectives.
- Courageous – principled, ambitious, and acting with integrity.
- Empowering – shifting power, sharing our knowledge, enabling people to take action for themselves
- Enthusiastic and willing to take on a challenge.

- A strategic thinker and problem-solver.
- Interested in the work of Toynbee Hall.
- Team player and proactive attitude. Be a real team player, able to lead by example and inspire others
- Quick to learn and keen to advance own development and skills. Be a fast learner, able to quickly develop an understanding of complex challenges
- Be an experienced and resourceful researcher, able to identify opportunities for funding

#### **Desirable criteria**

- Degree qualification or equivalent
- Organisation of funder cultivation events
- Experience of working with databases (We use Raiser's Edge NXT)
- Preparation of academic research papers
- An understanding of safeguarding and willingness to develop understanding further

#### **Further information**

This role is expected to be based out of our offices here at Toynbee Hall. We ask you to work from the office a **minimum of two days** per week. The Fundraising and Communications Team has a team day on the last Thursday of each month which you are expected to attend in person.

Part-time hours (minimum four days per week) will be considered for exceptional candidates, condensed hours/flexible working are also considered.

**Closing date:** 9am Friday 2nd January 2025

**Interviews:** week commencing 13th January 2025

**Role advertised:** Guardian Jobs, Charity Jobs, Toynbee Hall website, LinkedIn

**How to apply:** submit CV and covering letter demonstrating how you meet the essential criteria for this role. Please give specific examples in your covering letter.