



Role Profile and Job Description

Title:	Trusts & Foundations Consultant
Responsible to:	Head of Fundraising
Contract:	4-6 days per month
Direct Reports:	N/A
Location:	Remote, Home Contract
Salary/status:	TBC

Dreams Come True

We work with children who have it tough. Right now, there are thousands of children who need our support. They live in the highest areas of deprivation in the country, some are living with a disability, some are living with serious illness, some are living with life-limiting conditions.

We believe that every child and young person has a right to dream, no matter who they are, and where they live. Our dreams makers work with these children to bring moments of magic and deliver lasting impact.

We are the only wish granting organisation that is solely focussed on delivering dreams to children with such high needs living in the highest areas of deprivation.

Purpose of the role

We are seeking a highly experienced Trusts and Foundations fundraising consultant to spearhead the Trusts programme at Dreams Come True. As an excellent communicator, influencer, and relationship builder, you will have a proven track record of successful fundraising in this area: ideally securing between 6 and 7-figure gifts.

The successful individual must clearly understand what is meant by a strong brand / charity proposition and have clear evidence of creating and delivering compelling cases for support, with strong examples of this resulting in successful grants to the value of £50-£100k.

Building upon the current small programme, you will lead on initiating conversations with new funders; quickly building rapport and submitting compelling funding proposals and writing timely reports as necessary. This is the sole Trusts based role within the Fundraising team but works closely with senior stakeholders across the organisation to develop funding projects and applications.

This is a fantastic opportunity for an ambitious and passionate individual to make a real difference to children with high needs living in the highest areas of deprivation in the country.

This role reports into the Head of Fundraising and sits within our small Fundraising Department.

Key responsibilities

Strategy

- Work with the CEO/ Head of Fundraising to develop Trust activity that increases income, widens engagement, and fosters long term relationships.
- Ability to follow the current calendar of prospective application within the pipeline; proposing further opportunities.
- Undertake regular reviews of activity including progress reports to line manager.
- Create a Trusts and Foundations strategy; focused on driving pipeline growth and sustainable income generation.

Trusts

- Lead on the development and management of a portfolio of relationships with Trusts, ensuring applications and bids are prioritised in line with income targets.
- Develop and oversee a funding pipeline, proactively cultivating and building relationships with potential funders.
- Excellent research skills with the ability to identify and match funding opportunities to project needs.
- Develop compelling funding proposals to engage new funders to give at the 6 and 7-figure level, aiming to ensure long term growth and sustainability.
- Work with the Head of Fundraising to produce compelling funding proposals, applications and cases for support to secure transformational restricted and unrestricted donations.
- Work collaboratively across Dreams Come True teams to identify strategic applications; thinking innovatively and creatively to meet donor requirements and charity aims (£25k+)
- Ensure that all funds receive regular and timely progress reports and appropriate recognition of their donations.
- Undertake research into existing and potential new Trust donors.
- Keep abreast of trends in the Trusts and Foundations sector to expand the portfolio.

General

- Ensure the accurate recording of data on donors: approaches made, responses received and income, identifying and reporting any variances, ensuring that all data is updated accurately on the Netsuite database as per agreed guidelines.
- Ensure that all fundraising activities undertaken are legal, ethical and based on good practice guidelines such as those from the Fundraising Regulator, in particular within GDPR guidelines and conducted in a way compatible with Dreams Come True' Policy framework.
- Undertake any other duties as requested by line management.

Person specification

Demonstrable experience of managing and securing 6-figure+ funding from a range of trusts, foundations and statutory funders.	Essential
Experience of growing income and delivering on fundraising targets via management of a Trust portfolio.	Essential
A proven expert in recognising new trust opportunities for growing the charities programme of work.	Essential
Proven experience of managing and developing a robust portfolio/pipeline of funders.	Essential
Ability to assess, comprehend and manage complex written and financial information quickly and accurately with attention to detail resulting in timely, high-quality reports/ proposals.	Essential
Employ exceptional interpersonal and persuasive communication skills, with ability to engage with a wide range of stakeholders of all levels.	Essential
Proven ability to form positive and productive relationships with internal stakeholders, working collaboratively to achieve goals & targets.	Essential
Maintain accurate records including tracking and analysing opportunities, results, and outcomes	Essential
Good understanding of the grant-giving environment, with the ability to quickly identify the spaces and conversations Dreams Come True should be engaging in.	Essential

Personal Attributes

Self-starter – enjoys working independently and as part of a team.	Essential
Creative and innovative thinking.	Desirable
Strong analytical skills and an interest in using insights and evidence to support decision-making & create strong cases of support.	Essential
Excellent time and task management skills with the ability to work under pressure and prioritise in a busy environment.	Essential
Strong research & analytical skills	Essential
Strong and confident communication skills, both written and verbal.	Essential
Flexibility in approach to working hours as may involve occasional out of hours work	Essential
A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential

How to apply

To apply, please submit your most recent CV along with a cover letter detailing your experience, your approach to the role, and any relevant successes in previous positions. Applications should be sent to Elle Billinge, Head of Fundraising on elle@dreamscometrue.uk.com.