



<b>DETAILS OF ROLE</b>	
<b>Role title</b>	<b>Trusts &amp; Foundations Manager</b>
<b>Reports to</b>	<b>Head of Philanthropy &amp; Partnerships</b>
<b>Directorate &amp; Team</b>	<b>Fundraising   Philanthropy &amp; Partnerships</b>
<b>Contract type</b>	<b>Full time. Fixed Term x 3 years</b>
<b>Location</b>	<b>17-21 Wenlock Road, London, N1 7GT</b>
<b>Salary</b>	<b>£40, 560      Grade 5 / Zone 1</b>

## Who we are and what we do

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation which comprises 15 of the UK's leading humanitarian agencies: ActionAid, Action Against Hunger, Age International, British Red Cross, CAFOD, CARE International, Christian Aid, Concern Worldwide (UK), Islamic Relief Worldwide, International Rescue Committee UK, Oxfam GB, Plan International UK, Save the Children, Tearfund and World Vision.

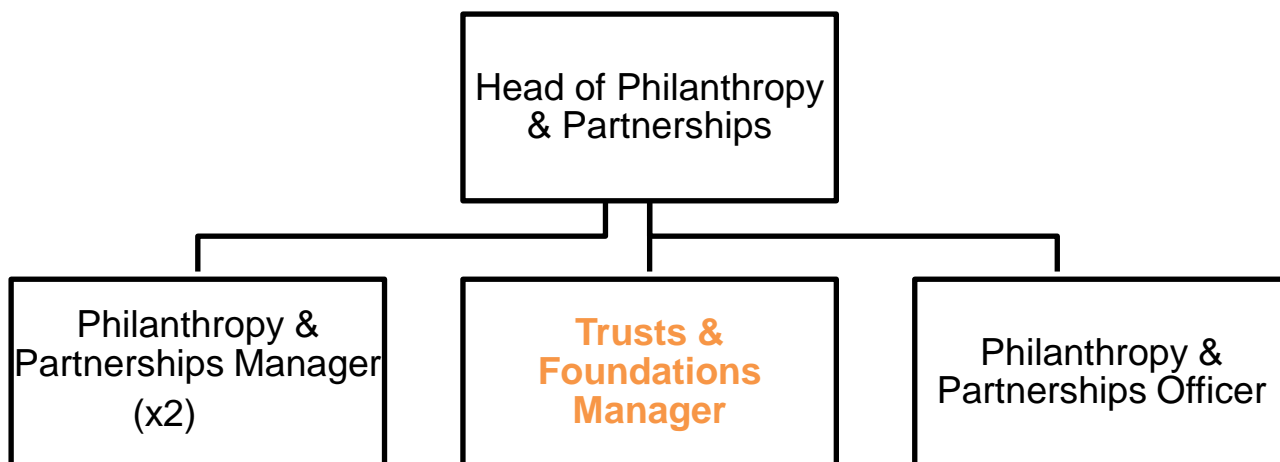
Since it was founded in 1963, the DEC has run over 77 fundraising appeals and raised more than £2.4 billion to help save lives and protect livelihoods in disaster-affected communities around the world.

The DEC launches appeals when there is a humanitarian emergency of such magnitude to warrant a national UK response. DEC fundraising appeals benefit from unique corporate partnerships through our Rapid Response Network and the combined expertise of our member agencies, resulting in wide reaching appeals across high profile TV, radio, and an increasing number of digital channels.

Most DEC funds are raised over an intensive two-week period following a disaster. Appeal funds are specifically for overseas humanitarian work and are normally spent over a two or three-year response period. An important part of the DEC's remit is in learning, accountability and sharing information.

The DEC Secretariat is funded by contributions from its member agencies and a range of core cost funders, and is responsible for the day-to-day running of the DEC. There are currently 36 staff members and a small number of dedicated volunteers, working together to promote the strategic values of collaboration, accountability & transparency, learning, humanitarian, and impartiality.

## Team Structure



### Purpose of the role

The Trusts & Foundations Manager is responsible for prospecting, soliciting, developing engagement, stewardship, and retaining relationships with trusts and foundations, in line with the DEC's vision, mission, and strategy.

This is a new post developed as a key part of the DEC's 2024-2029 strategy to enable the DEC to increase funds raised for both DEC appeals and the DEC Secretariat's core costs as we seek to transform our underlying business model over the coming period.

The DEC launches national fundraising appeals at speed to address large-scale humanitarian need when our 3 appeal criteria are met. It is vital that you are always prepared to launch a DEC appeal to Trusts & Foundations audiences at very short notice. The DEC has a wide range of established relationships with trusts and foundations, many of which give 6- and 7-figure sums to DEC appeals. You will be responsible for providing excellent stewardship to our portfolio of trusts and foundations. You will also be responsible for cultivating new relationships for the DEC through thorough research, and through the prospect development cycle, to raise money for DEC appeals.

Alongside appeal fundraising, the DEC is in the early stages of delivering a refreshed approach towards funding the DEC Secretariat's core costs. You will form a vital part of this new approach, with trusts and foundations as a key target audience. You will lead on the trusts and foundations portion of this new fundraising strategy to meet core cost fundraising targets.

## RESPONSIBILITIES

- Lead on strategic development of the DEC's trusts and foundations portfolio, further developing and implementing a refreshed focus on both appeal and multi-year core costs income
- Develop and implement annual workplans, achieving in-year targets and other key objectives for trusts and foundations to integrate with the DEC's overall fundraising strategy and income targets
- Lead on the development, preparation and submission of professional, personalised and compelling trust and foundation fundraising proposals and presentations for DEC appeals, the DEC Emergency Fund, and contributions to DEC Secretariat core costs, , working in collaboration with other DEC teams and directorates.
- Develop and manage a comprehensive stewardship journey for trusts and foundations through appeal cycles and more widely with the DEC as an organisation, ensuring engaging and personalised account management, and that systems and processes are robust enough to ensure reporting is on time, compliant with grant terms and conditions, professional and of high quality, in collaboration with other DEC teams and directorates, in order to cultivate, develop and retain relationships.
- Work closely with colleagues in the Programmes & Accountability and Communications Departments to collate a high-quality suite of communication materials specific to a trust and foundation audience that report back on the impact of grants received.
- Maintain an accurate, comprehensive and fully utilised trusts and foundations database, compliant with GDPR, and suite of communication templates, to make compelling and personalised asks at speed when an appeal launches.
- Proactively research and qualify trusts and foundations to create and maintain a pipeline with accurate forecasting; Identify, review and assess opportunities to maximise funds raised, highlighting any risks.
- Monitor, measure and evaluate progress against the DEC's strategic goals and funds raised from trusts and foundations, developing systems and processes in collaboration with the Finance Department, reporting regularly to senior management and trustees, informing ongoing strategic development, ensuring the DEC's sustainability and operational efficiency to bring most value to our membership and DEC appeals.

Competencies	Level & Descriptor	Demonstrable descriptors [key, are in bold]
<b>1. Delivering Quality Results</b>	<b>B</b> Demonstrates excellent project management skills within team.	> <b>Demonstrates systematic approach and excellent project management skills to agreed timescales (timelines, targets, donor requirements).</b> > Makes sound decisions within remit of own role. > Sets realistic deadlines and goals for self and team.
<b>2. Planning</b>	<b>B</b> Is aware of others' activities and vice versa in planning activities.	> Takes account of team members and others workload when planning. > <b>Maintains awareness of impact on other parts of the organisation, keeping abreast of other's activities, objectives, commitments, and needs.</b> > Has a good understanding of the sector in which the DEC operates.
<b>3. Analytical and Innovative Thinking</b>	<b>B</b> Works confidently with data and uses evidence to support work and come up with new solutions	> Identifies and uses various sources of evidence and feedback to support outputs and create new solutions. > Uses evidence to evaluate policies, projects and programmes. > <b>Identifies links between events and information identifying trends, issues and risks.</b> > Ensures systems are in place to address organisation needs.
<b>4. Communications</b>	<b>C</b> Communicates complex technical and/or sensitive/high risk information effectively	> Resolves intra-team and inter-team conflicts effectively. Communicates complex operational, technical and strategic issues credibly with widely varied audiences. > Influences internal and external audiences on specific issues. > Scans the internal / external environment for key information and messages to support communication strategies. > <b>Understands other's underlying needs, concerns and motivations and communicates effectively in sensitive situations.</b>
<b>5. Team Working and Collaboration</b>	<b>C</b> Develops external networks to increase internal thinking/learning	> Engages with appropriate internal and external stakeholders to influence future plans. > <b>Engages with relevant experts to gather and evaluate evidence.</b> > Shares and implements good practice with internal and external peers. > Takes initiative to establish appropriate and relevant network or partnership where one does not exist.

Competencies	Level & Descriptor	Demonstrable descriptors [key, are in bold]
<b>6. Leading and Motivating</b>	<b>B</b> Manages own development and seeks opportunities	>Seeks and explores opportunities within the DEC which develop skills and expertise. >Recognises the strengths and motivations of other team members. >Coaches and supports team members when they have difficulties (volunteers). >Makes time to learn from experience and feedback and apply the lessons to new situations.
<b>7. Resilience</b>	<b>B</b> Remains professional under external pressure	>Able to adapt to changing situations effortlessly. >Remains constructive and positive under stress and able to tolerate difficult situations and environments. >Learns from own successes / mistakes. <b>&gt;Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same.</b>

PERSON SPECIFICATION			
Criterion and descriptors		Essential	Desirable
<b>Knowledge / Experience</b>	• A track record of securing five- and six-figure donations from trusts and foundations.	E	
	• Experience of successfully executing cultivation plans and retaining positive, key relationships with trusts and foundations on behalf of a charity.	E	
	• Experience of producing professional and compelling funding propositions for a trust and foundation audience.	E	
	• Experience of delivering highly engaging and personalised stewardship journeys and meeting the reporting requirements of charitable trusts and foundations.	E	
	• Experience of emergency appeal fundraising, or experience of performing in a fast-paced, high pressure fundraising environment.		D
	• Experience of engaging senior stakeholders and influencing, both in the internal and external environment.		D

<b>Skills</b>	<ul style="list-style-type: none"> <li>• High level of technical ability with appropriate computer software packages and data analysis and visualisation software [i.e., Microsoft Office, Adobe, Box].</li> <li>• Proven financial acumen to comfortably evaluate financial information and manage budgets.</li> <li>• High attention to detail and numerate accuracy in analysing and using data and financial information, to write coherent reports.</li> <li>• Clear and confident communicator both orally and in writing [in English].</li> <li>• Able to present persuasively and influence decision making.</li> <li>• Able to use initiative and judgement to proactively identify and resolve problems.</li> </ul>	E E E E E E	
<b>Secretariat culture and mind set</b>	<p>Ensure DEC's values are integral to and are upheld, throughout your DEC journey.</p> <p>Open to effective, personalised support for managing a healthy work-life balance.</p> <p>Acute self-awareness, maintaining behaviour and conduct of the highest standards of professionalism and respect as an ambassador for the DEC.</p> <p>Actively contribute to make the DEC a diverse and equitable workplace through inclusive practice and openness to different perspectives, cultures, and ideas.</p> <p>Embrace the working culture of a progressive learning and demanding humanitarian secretariat, seeking insight and using problems as opportunities to learn.</p>		

This job description is a guide to the nature of the work required of the position at the DEC and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required as the DEC learns and evolves in response to global emergencies.