

## **JOB DESCRIPTION**

Job Title: Trusts & Foundations Manager

Reporting to: Director of Development

Direct Reports: None

### **Purpose of Post**

Manage and deliver a grant funding strategy to incorporate trusts and foundations and public funding bodies aligned with the key strategic ambitions of the Chatsworth House Trust; research suitable funders for application; draft applications for funding with the support of the Director of Development; be responsible for oversight of and reporting on successful project funding applications and ensure effective stewardship thereof.

Chatsworth House Trust is an independent charity dedicated to the long-term preservation of Chatsworth House, the art collection, gardens, woodlands and park for the benefit of everyone. The Development Department is responsible for securing income from corporate sponsors, trusts and foundations, public bodies and individuals.

Over the past two years, the Chatsworth House Trust has gained real momentum with our grant fundraising, securing funding from Arts Council England for our arts and cultural programme and from the National Lottery Heritage Fund to restore the nationally significant 18<sup>th</sup> century Cascade in the garden. We have secured Development phase funding for the project and are applying for the Delivery phase in February 2025. The total project costs are c£7.5m of which there is a £2.5m match funding requirement.

The department has set ambitious targets for fundraising over the coming 5 years to ensure Chatsworth House Trust is able to diversify its income base. As such it is an exciting time to be joining the organisation – building on our success to date, identifying new funders to move our strategy forward and building strong relationships with current and future funders as we work to evidence our impact and commitment to public benefit.

We are looking for someone with excellent writing and research skills. An analytical thinker who clearly understands how to shape and draft applications in a compelling manner; someone who can identify and prioritise appropriate funding opportunities for both capital and revenue projects and someone who has the confidence to liaise across the organisation to gather the information and data required to complete applications in a timely and professional manner.

### **Main duties and responsibilities:**

- Support the Director of Development in delivering the fundraising strategy for CHT as required
- Work with the NLHF bid co-ordinator to support with securing the £2.5m in match funding for the Celebrating the Cascade project

- Be responsible for researching and monitoring funding opportunities, ensuring the relevant departments are made aware of any potential funding available, ensuring all records are kept up to date on our CRM database
- Co-ordinate the gathering of information required for any funding application from Heads of Departments across Chatsworth and the Devonshire Group as appropriate
- Write compelling and professionally presented funding applications to Trusts, Foundations and Public Bodies as appropriate
- Be responsible for project oversight of any successful grant applications and ensure all reports are written and completed in a timely and professional manner
- Support the Philanthropy Manager with any written proposals required for major gift approaches
- Ensure appropriate systems and procedures are in place to thank and acknowledge funders and supporters and be responsible for stewardship and relationship building of all existing and future funding relationships
- Prepare high quality presentations, reports, including impact reports and fundraising materials as needed
- Represent CHT at events as required
- To undertake any other additional duties from time to time that may be required

This is a description of your duties and responsibilities at the present time, however this is not an exhaustive list and other duties may be required in line with the current and future needs of the business.

## Person specification

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Working knowledge of Outlook, Word and Excel	✓	
Knowledge of routine office systems and procedures	✓	
Knowledge of and/or interest in heritage, the arts	✓	
Qualifications		
Qualified to 'A' level or above or equivalent	✓	
Qualified to degree level or equivalent		✓
<b>Experience</b>		
Considerable experience in trust fundraising for the voluntary sector – ideally in the heritage or museums sector	✓	
Experience of effectively organising management information systems, keeping systematic records and sharing information,	✓	
A proven track record of drafting meaningful, successful proposals to Trusts, Foundations and Statutory funders of up to six figures	✓	
Experience in securing successful funding from the National Lottery Heritage Fund		✓
Experience of working in a small team	✓	
Understanding and experience of budget management	✓	
Experience of managing targeted fundraising campaigns		✓
<b>Skills</b>		
Good accuracy and attention to detail	✓	
Administrative, organisational and time management skills	✓	
Excellent written and verbal communication skills, responding effectively in person and over the phone	✓	
Ability to manage multiple priorities, work well under pressure and meet deadlines	✓	
Good interpersonal skills including commitment to customer care	✓	
Good ICT skill including MS Word, Excel and Outlook	✓	
High degree of commitment and flexible approach to working hours	✓	

