

Job Description

Job Title:	Trusts & Foundations Manager
Team:	Philanthropy and Trusts
Reports to:	Head of Philanthropy, Trusts & Foundations

Role Outline:

The Trusts & Foundations Manager plays a pivotal role in driving sustainable income growth through the development and management of relationships with Trusts and Foundations. They are responsible for identifying and securing funding opportunities, developing compelling funding proposals, and building a strong pipeline of new and existing supporters.

Working collaboratively across the Charity and the Trust, the postholder will deliver excellent stewardship and impact reporting to demonstrate the value of donor support and secure long-term funding partnerships.

They will manage and grow an established portfolio of grant funders while identifying and cultivating new prospects to support the Charity's ambitions.

This is an exciting opportunity to shape and drive high-value income growth that directly transforms the lives of children, young people and their families

Key Competencies:

Trust Fundraising Relationship Building Negotiation and influencing skills Collaboration	Business Development and Prospect Management Excellent written and verbal communication
---	--

Responsibilities / Accountabilities:

- Personally manage a portfolio of prospects and supporters, developing tailored engagement strategies to maximise income and impact.
- Identify new funders and build a strong pipeline of prospects.
- Write persuasive, high-quality funding applications and proposals.
- Work closely with charity and hospital colleagues to gather project information, budgets, outcomes, and impact data.
- Provide excellent stewardship, including updates, reporting, and relationship management, to retain and grow funder support.
- Demonstrate the impact of donations through compelling reporting and evidence.

Behaviours and Qualities:	Skills and Knowledge:
• Highly motivated, proactive and results-focused, with strong personal accountability for outcomes • Creative and entrepreneurial mindset, seeking out innovative solutions and new opportunities • Resilient and adaptable, able to balance competing priorities and thrive in a fast-paced environment • Naturally collaborative, building trusting relationships across teams, stakeholders and external partners • Excellent attention to detail • Demonstrates a proactive and relationship-focused approach, with the ability to build trust	• Experience in trusts and foundations fundraising, including cultivation, solicitation, stewardship and pipeline development • Relationship management skills, with the ability to plan and deliver tailored engagement strategies for supporters • Strong written communication skills, with experience producing compelling cases for support, grant applications and donor communications • Excellent verbal communication and presentation skills, with the ability to engage diverse audiences effectively • Strong organisational and project management skills, with the ability to manage multiple applications, reports and deadlines simultaneously

This list is not exhaustive, and additional responsibilities may be assigned which are reasonable in order to deliver aims of the Charity

This document will be reviewed periodically and is subject to modifications where appropriate.