



# JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Trusts and Foundations Manager</b>
<b>DEPARTMENT</b>	<b>Development</b>
<b>REPORTS TO</b>	<b>Head of Trusts and Foundations</b>

## INCLUSION STATEMENT

People are at the centre of the Globe's work. We create ways to enable our wide community to feel visible, and for everyone's contributions to the Globe's purpose to be heard and respected.

We value and respect individual lived experience and drive inclusion through mindful awareness, empathy, care and belief, with a commitment to regularly improve how we empower and support people to do their best work. We will be honest and acknowledge our present conduct, approach and intention, as everyone works towards a shared common purpose to create greater inclusivity.

## PURPOSE OF THE ROLE & DESIRED IMPACT

We are looking for a dedicated Trusts and Foundations Manager to join our Development team on a fixed-term basis. Working closely with the Head of Trusts and Foundations and a fellow part-time Trusts and Foundations Manager, you'll play a key role in identifying projects, exploring suitable funders, and writing funding applications to ultimately maximise grants from Trusts and Foundations.

Working in collaboration with the Director of Development and the Head of Trusts and Foundations, you will have the opportunity to be a part of the strategic shift to dramatically increase this funding stream over the next five years through better articulation of our long-term ambitions alongside compelling monitoring and evaluation data to secure sustainable middle-to-large-scale, multi-year funding.

## HOW YOU WILL WORK

- You will work closely with the Head of Trusts and Foundations and the wider team to develop and deliver a strategy that builds a strong funding pipeline, including prospecting, cultivation, applications, grant management, and evaluation to meet annual targets.
- Collaborate with colleagues across the organisation to shape clear and compelling cases for support, supported by strong monitoring and evaluation that meet funder expectations and internal reporting needs.
- Take responsibility for meeting agreed income targets from grant-makers and ensure all reporting is accurate, timely, and consistently high quality.
- Write clear, persuasive funding applications that align with funder priorities and communicate the work and impact of Shakespeare's Globe.
- Build and maintain strong relationships with Trusts and Foundations through regular communication, invitations, and, where appropriate, in-person meetings and visits.



- Support major capital funding bids by working with the Head of Trusts and Foundations on large-scale applications when needed.
- Identify, research, and assess Trust and Foundation prospects to ensure a well-informed and forward-looking funding pipeline.
- Keep Tessitura (our Customer Relationship Management system) up to date with accurate records of approaches, applications, pledges, donations, and acknowledgements.
- Work in partnership with colleagues to coordinate Trust and Foundation relationships with individual and corporate fundraising, supporting joined-up stewardship and donor journeys.
- Work with the Finance team to help ensure Trust and Foundation funds are used appropriately, tracked accurately, and managed in line with funder requirements.

## **PERSON SPECIFICATION**

### **Essential Skills & Experience**

- Experience contributing to Trusts and Foundations fundraising, including securing four and five figure grants, preferably within the arts, culture, or higher education sectors.
- Knowledge of Trusts, Foundations, and other grant-making bodies, and how to engage effectively with them.
- Proven experience of developing effective and successful funding applications.
- Experience of researching new funders and supporting the development of sustainable funding relationships.
- Experience using a Customer Relationship Management (CRM) system within a fundraising or Development context (we use Tessitura).
- Ability to develop and maintain strong working relationships with colleagues, partners, and external stakeholders.
- Ability to work both independently and collaboratively to support shared fundraising goals.
- A creative and flexible approach, with the ability to adapt and work effectively in a changing environment.
- Proven ability to deliver excellent funder stewardship and donor care.
- Excellent written and verbal communication skills, with strong attention to detail.
- Ability to influence, engage, and build positive relationships with a diverse range of stakeholders.
- Strong numeracy and analytical skills, with confidence handling financial and performance data.
- Ability to maintain professionalism and discretion when handling sensitive or confidential information.
- Experience of establishing and maintaining effective working relationships and being a supportive team member.

### **WHAT SUCCESS LOOKS LIKE**

After a year in post, we would expect a strong and sustainable Trusts and Foundations pipeline to be in place, with well-researched prospects, engaging applications, and trusted funder relationships delivering income in line with targets.

Applications and reports will be consistently high quality, clearly articulating the impact of Shakespeare's Globe's work. Clear cases for support, effective monitoring and evaluation, and robust grant management processes will be embedded. Trusts and Foundations will feel well supported through timely communication, confident engagement, and thoughtful recognition.



Working collaboratively across Development, the role will contribute to joined-up fundraising activity, where appropriate supporting major bids including capital funding. The Trusts and Foundations function will be recognised internally for its strategic insight, reliability, and impact-led approach.

You will play an integral role within the Development team, helping to shape and deliver strategic income from Trusts and Foundations while fostering a culture of teamwork, creativity, accountability, and strong stewardship of our supporters.

## **TERMS & CONDITIONS**

### **Fixed-term (12 months) and Full-Time**

*A full set of terms and conditions will be supplied with a contract of employment.*

**Salary:** £40,343.00 per annum

**Hours: 35 per week**, exclusive of breaks. Additional hours at evenings and weekends are frequently required for which time in lieu may be granted. There are no extra payments for additional hours worked. A flexible approach to work, with the ability to work outside standard hours and support the wider Development team as required is essential.

**Holiday:** The annual holiday leave is 25 days per calendar year (full-time equivalent) plus Bank Holidays.

## **BENEFITS**

- Discount in the Globe shop and onsite restaurants/cafes
- Staff discounts via My Globe perks and better Bankside Buzzcard
- Free entry to selected shows, events and activities
- Access to our free employee assistance programme and 24/7 virtual GP service
- Family friendly policies; enhanced maternity, paternity, adoption, and shared parental leave
- Life assurance scheme
- Rental deposit scheme
- Season ticket loans available
- Eye test voucher scheme
- Flu vaccination scheme
- Cycle to work scheme
- Free Staff Yoga

*This job description is not a contract but is provided for an employee's guidance on the way in which the duties of the post are to be carried out. The content of the job description may change from time to time, and the employee will be consulted over any substantial changes.*

*As a term of employment, you may be required to perform work not specifically mentioned above commensurate with the scope of your role within Shakespeare Globe Trust.*