

Trusts & Foundations Manager



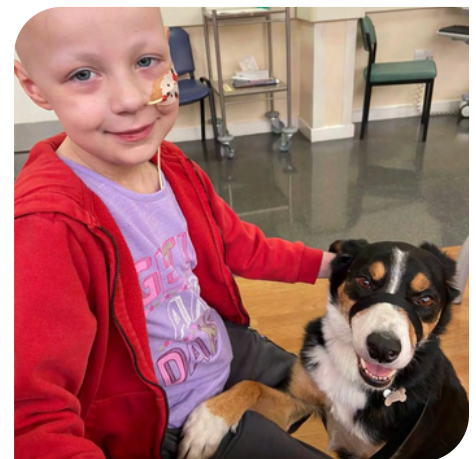
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Trusts & Foundations Manager

Being in hospital can be really tough physically and emotionally. This is why our hospital charities do as much as they can to make patients and their families feel as supported as possible during their treatment. Each hospital charity provides the added extras that are "over and above" what the NHS can fund as standard. This includes life-saving equipment, state-of-the-art facilities, training and research, as well as free accommodation and patient comforts.

Our hospital charities are currently raising vital funds for poorly babies and children, cancer and transplant patients, to name just a few.

As a Trusts & Foundations Manager you will help us raise much needed funds that will make a real difference to our patients and their families.



Basic Information

Salary: £35,000 per annum (pro-rata for part time)

Hours: 37.5 hrs/wk or Part time: 22.5 hrs/wk

Reporting to: Director of Fundraising

Location: Hybrid working



About the Role

Trusts & Foundations Manager

The Trusts & Foundations Manager role is a hybrid position for University Hospitals Birmingham Charity, which is the official charity of Good Hope Hospital, Heartlands Hospital, Queen Elizabeth Hospital Birmingham and Solihull Hospital and Community Services.

The Trusts & Foundations Manager will work closely with other members of the hospital charity, providing support to the fundraising team and the Charity overall.

Working as part of a team, the person in this role will have specific responsibility for researching and applying to grant-making trusts and foundations and identifying where the work of the charity meets the application criteria. They will write or complete applications and build relationships with existing and potential funders. They will also be responsible for managing members of the team who are currently applying to Trusts and Foundations and supporting them with their applications. The Manager is also responsible for the Trusts and Foundations database and building on this.

This role would suit an experienced fundraiser looking to move into a management role, or a Fundraising Manager looking for an exciting opportunity at a hospital charity.



Main Duties

Trusts & Foundations Manager

PRINCIPAL DUTIES

- Research trusts, foundations, and grant funding bodies to identify those where the application criteria match elements of the work of University Hospitals Birmingham (UHB) Charity.
- Prepare, write and submit a portfolio of persuasive Grant & Trust applications.
- Research and collate information and/or data required to make applications to trusts, foundations, and grant funding bodies, providing them with compelling cases of support.
- Establish and manage long term, effective and profitable relationships with existing and prospective funders by providing excellent donor and supporter care.
- Increase the pool of potential funders by using Trusts and Foundations sector knowledge and scoping of the funding landscape to identify new trust funders and increase opportunities for generating new income.
- Maintain and develop efficient ways of keeping trusts, foundations and grant funding bodies updated on the work of UHB Charity and the difference their support makes, to develop and maintain relationships and maximise short- and long-term support.
- Support the wider fundraising team with smaller grant applications and offer regular opportunities for them to apply to specific funders.
- Work to financial targets and undertake research as directed/agreed by the Director of Fundraising.
- Provide the Director of Fundraising with regular updates and monthly progress reports.
- Monitor application deadlines, submissions, acceptances/refusals, income received and ensure all information is updated accurately on the database.
- Inspire and motivate funders through the creation and delivery of regular communications, presentations and tours of the Hospital.
- Work with the Communications Team to obtain patient and family case studies and stories for use in Trust applications and impact reports.

COMMUNICATION

- Relaying accurate and timely information to the fundraising team, the Charity Chief Executive and Charity Trustees on a regular basis. Communicating with clinical and non-clinical staff within the hospital. Communicating with donors and fundraisers.
- Dealing with enquiries from the general public, disseminating information and ensuring that the appropriate action is taken, whilst maintaining the Charity's policies and procedures.

PROFESSIONAL RESPONSIBILITIES

- Ability to present oneself in a professional manner as a representative of the hospital and the charity.
- To maintain confidentiality in all aspects of duty, including fundraiser and donor data.
- To maintain an accurate effective database, recording essential information and providing statistical data in accordance with guidelines and policy using Raiser's Edge, Microsoft Office, Word and Access.

Personal Specification

Trusts & Foundations Manager

Skills/knowledge/ability

Essential

- Excellent written skills with first class spelling
- Use of Microsoft Office including Word, Excel, Access, Outlook, Powerpoint along with other software packages
- Ability to match communication style with the varying needs of supporters
- Ability to work independently and under pressure, prioritising work to meet deadlines
- Ability to deal with heavy, unpredictable workloads
- Ability to recognise and reward people's contributions
- Ability to work flexibly to meet the needs of the charity
- Problem solving
- Record keeping
- Non-judgemental attitude
- Accepts responsibility for own decisions
- Ability to represent the Charity at events and functions
- Good interpersonal skills and ability to influence people at all levels
- Understanding and respect for the importance of patient confidentiality
- GCSE English Language or equivalent
- GCSE Mathematics or equivalent

Desirable

- Educated to degree level or equivalent
- Qualification in trusts and foundations fundraising, creative writing or marketing
- Membership of the Institute of Fundraising

Experience

Essential

- Experience of exceeding/achieving targets in an income generation environment linked to Trusts and Foundations.
- Considerable previous experience in Trusts and Foundations fundraising and/or general fundraising gained in a charitable environment
- Demonstrable success of securing significant income and of achieving challenging financial targets
- Knowledge/experience of fundraising in a health-related field
- Experience of working with senior staff at Board/Trustee level
- Experience of developing new donor/sales relationships
- Experience in the charitable sector

Desirable

- Raiser's Edge donor database experience
- Experience in the hospital charity sector
- Experience of working and consulting with patients and/or medical staff
- Understanding of the NHS and wider health and patient issues

Additional Information

Essential

- A team player with a flexible approach
- Available to work out of hours if required.

Desirable

- Car driver with a clean licence

To Apply
hospitalcharity.org/about-us/jobs

What does the Charity fund?

The Charity's mission is to see an improvement in the health and wellbeing of the community through the services provided by University Hospital Birmingham NHS Foundation Trust and to improve the experiences of all the people who use our hospitals and community services.

The Charity funds equipment, research, facilities and anything that is 'over and above' what the NHS provides as standard.

Together with our fantastic supporters we help to raise funds to provide world-class facilities for patients and their families at the four hospital sites.

We spend the income raised on items like state-of-the-art equipment and life-saving research, to toys and games for children on our wards and Pets in Hospital visits.

Projects that have been completed or are in the process of being completed at our hospitals include:

- Refurbishment of the Cancer Centre at the QE and Haematology and Oncology Wards across our sites
- Providing a Home away from Home - free accommodation for various patients and their families at the QE and Heartlands
- Building and running Fisher House UK, an 18-bed home for military patients and their families
- Redecoration of waiting rooms
- Purchasing state-of-the-art equipment from radiotherapy machines to baby incubators
- Building a centre of excellence for Transplant patients at the QE.

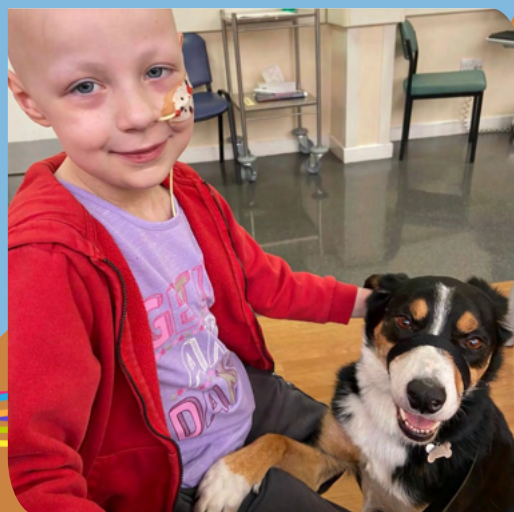
We also regularly support the hospital through our Christmas Appeal and by providing smaller grants to wards and departments.



Freya's Mum: "Chase really helped our six year old daughter, Freya, when she was feeling overwhelmed about starting the radiotherapy stage of her treatment.

"Knowing that Freya might get to see Chase during her visits helped immensely to take her mind off things and keep calm.

Chase from the Pets in Hospital programme is such an amazing dog and definitely put a smile on Freya's face [and mine!]"



Case Study



“My name is Chloe, and I was first diagnosed with acute lymphoblastic leukaemia when I was 12 years old. Treatment was really tough, but I got through it. I was three years into remission, when the cancer came back.

I was 17 and halfway through my A-Levels when I spent ten weeks on the Young Person’s Unit at Queen Elizabeth Hospital Birmingham. Luckily, due to my age, my mum was allowed to stay with me on the ward. I don’t know what I would have done without her.

When I walked onto the Young Person’s Unit it was not what I was expecting. My bedroom was decorated with really cool wall art, and didn’t look like a hospital room at all. Everyone else on the ward was a similar age to me. We got to play games, have pizza nights and had cooked breakfasts on Fridays, which really cheered me up after days of treatment.

I then had to have chemotherapy five days a week which made me feel really sick. As I don’t live in Birmingham, it would have taken me four hours a day to travel back and forth. That’s when QEHB Charity stepped in and gave us free accommodation and parking just a 5 minute walk from the hospital! It made a huge difference and meant my dad could also stay, giving both mum and I that extra support.

The care I received at the QE was amazing and the staff really got me through what was the toughest time of my life. I am now in remission and so grateful to the hospital and the Charity for everything they have done for me and my family.

The hospital’s charity made what was the worst time of my life be the best it could possibly be. It provides so much for cancer patients from lifesaving state-of-the-art technology and decorating wards that make you feel more at ease during treatment, to blankets that keep you warm during radiotherapy and lollipops that take away the metallic taste that Chemotherapy leaves behind.”



About Us

University Hospitals Birmingham Charity, registered charity number 1165716, is an umbrella charity, made up of the Queen Elizabeth Hospital Birmingham Charity, Heartlands Hospital Charity, Good Hope Hospital Charity and Solihull Hospital Charity.

We work across our four sites to support patients, families and staff at their hospitals by providing 'added extras' that are over and above what the NHS provides as standard.

The four hospitals under University Hospitals Birmingham NHS Foundation Trust are varied in expertise and services. From Queen Elizabeth Hospital Birmingham being a centre of excellence and one of only six solid-organ transplant centres in the country to Heartlands Hospital's Neonatal Unit offering specialist care for premature and poorly babies from across the Midlands and beyond.



University Hospitals Birmingham Charity

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hospitalcharity.org

Registered charity number 1165716

