

# Trusts Fundraising Manager



**Rennie Grove Peace**

**Department: Fundraising**

**Location: Rennie House, Tring**

**Reporting to: Head of Philanthropy & Trusts Fundraising**

## About us

Rennie Grove Peace Hospice Care started formally operating in July 2023, through the merger of two successful organisations, Rennie Grove Hospice Care and Peace Hospice Care. We offer exceptional, specialised and highly valued care, serving our local community of people affected by life-limiting illness or bereavement, across Herts and Bucks.

Our merger is bringing together the best of both organisations so that we can:

- **Serve** – our communities with a wider range of services
- **Reach** – more local people
- **Strengthen** – our ability to secure more resources

To enable every local person to receive the care they need, when they need it, wherever they need it.

## About the role



The purpose of this role is to manage the Trusts Fundraising function, building relationships with grant-givers through excellent stewardship and reporting, as well as managing the submission of compelling applications to trusts to achieve the income target and foster long term support.

## Main duties and responsibilities



- Ensuring that an effective trust and grant fundraising strategy and plan is in place to deliver unrestricted and restricted income on target each year
- Managing a portfolio of trust and grant contacts and developing an appropriate relationship-based approach of stewardship
- Managing reporting and regular correspondence with all trust and grant supporters
- Managing the relationship with internal stakeholders (clinical, retail, volunteering, support services) to stay informed and updated on work relevant to applications
- Supporting the Head of Philanthropy & Trust Fundraising to deliver and implement the strategy
- Direct line management of the Trust Fundraiser and volunteers
- Acting as a Rennie Grove Peace Hospice Care ambassador, actively demonstrating our values and positively promoting the specialist care we provide.

## What you'll do in the role

### Fundraising

- Expand Rennie Grove Peace Hospice Care's portfolio of trust and grant bodies to secure high value multi-year gifts and one-off grants
- Work with the clinical teams to explore future development which could lead to trust funding opportunities
- Work with other internal teams to explore potential funding opportunities
- Work with colleagues, as appropriate, to ensure strong reporting to successful applications to demonstrate benefit and impact of funding
- Share researched applications with the wider fundraising team to identify possible collaborative working
- Actively research, review and develop new prospects and opportunities to identify and develop future relationships to build a strong pipeline for long term support.
- Input to specific campaigns and identify specific projects which would be of interest to trust and grant bodies
- Maximise use of Raisers Edge and oversee the accurate entry and maintenance of donor records including the use of the trust and grant pipeline process
- Prepare management information on KPIs, success rate and pipeline
- Ensure all trust and grant supporters receive excellent stewardship in line with individual requirements where necessary

### Management

- Line manage the Trust Fundraiser by overseeing individual performance reviews, training and 1-1s, enabling them to become an effective member of the team
- Perform all people management responsibilities on time, supported by Rennie Grove Peace Hospice Care policies and procedures
- Recruit, select and retain volunteers with the right skills to assist in the delivery of the trust and grant strategy

### Financial

- Monitor and deliver income fundraising targets for trust and grant activity
- Produce financial updates and information for the Head Philanthropy & Trust Fundraising and Director of Fundraising as required
- Control trust and grants expenditure in line with the approved annual budget

### Personal / professional

- Comply with all Rennie Grove Peace Hospice Care policies and procedures.
- Maintain required organisational standards for all mandatory training.
- Keep up to date with current legislation relevant to role.
- Maintain and improve professional competence by attending training courses, study days and conferences as appropriate.

- Ensure that information (in any form) relating to patients, staff, volunteers, customers and supporters is protected and treated confidentially at all times and complies with current data protection laws.
- Demonstrate ongoing personal and professional development in accordance with annual Individual Progress Review (IPR) system.
- Attend relevant meetings as appropriate.

### **Health and safety**

- Make sure your staff and volunteers are trained in fire, evacuation, health and safety, and can do their roles safely.
- Understand fire regulations and the action to be taken in the event of a fire.
- Report any accidents/incidents at work and record adverse incidents as appropriate.
- Follow all infection control policies and guidelines, ensuring staff appreciate preventing healthcare acquired infections and infection control is the responsibility of all.
- Adhere to the safeguarding of vulnerable adults and children policies and procedures.

### **Professional/Personal**

- Understand and comply with all Rennie Grove Peace policies and procedures.
- Maintain required organisational standards for all mandatory training.
- Keep up to date with current legislation and any further professional training, relevant to role.
- Demonstrate ongoing personal and professional development in accordance with annual Individual Progress Review (IPR) system.
- Ensure that information (in any form) relating to patients, staff, volunteers, customers and supporters is protected and treated confidentially at all times and complies with current data protection laws.
- If handling patient data you should be aware of the Caldicott principles: You should be able to justify the purpose(s) of every proposed use or transfer. Don't use it unless it is absolutely necessary, and use the minimum necessary.
- Attend relevant meetings as appropriate.

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## **What you'll bring**



### **Essential**

- Experience of writing successful funding proposals and applications
- Experience of proactively developing relationships with trusts and foundations or similar bodies
- Experience of managing a portfolio of supporters/funders
- Experience of writing compelling reports for funders and meeting reporting deadlines
- Experience of liaising with, and developing, relationships with internal teams

- Experience of working as part of a team
- Excellent planning, organisational and implementation skills
- Ability to prioritise and deliver to deadlines
- IT literate – Word, Excel, Outlook, database
- Sensitivity and understanding to the needs of your team and supporters, many of whom may have experienced Rennie Grove Peace Hospice Care services or be bereaved.

Be a perfect match with our values:

- o We are caring and compassionate
- o We engage and empower
- o We strive for excellence
- o We develop and innovate
- o We respect and value

### Desirable

- Experience of managing a reporting timetable
- Experience of understanding and controlling budgets
- Experience of contributing to fundraising and/or business plans
- Knowledge of a fundraising database and management of donor records
- Ability to build good working relationships across a diverse range of people
- Knowledge of Microsoft 365 and Sharepoint
- Experience of managing staff
- Experience of working with volunteers

### This role will suit someone who

- Has drive and enthusiasm
- Can work autonomously and as a key member of the team
- Can prioritise effectively and work under pressure
- Has excellent interpersonal skills
- Is flexible, adaptable and willing to take a hands-on role when needed
- Can build trusting, empathetic and caring relationships with the team and others within Rennie Grove Peace Hospice Care.

## A bit more about the role



### Hours and location

- You'll work 37.5 hours a week (30 hours per week would be considered for the right candidate)
- You'll be based at Rennie House, Unit 3 Tring Industrial Estate, Icknield Way, Tring, Herts HP23 4JX
- Working at all Rennie Grove offices is required on a regular basis to carry out this role.
- Opportunities for a blended approach to home and office working.

### Reporting lines

- You'll report to the Head of Philanthropy & Trust Fundraising
- You'll be managing the Trust Fundraiser
- You'll be working closely with Head of Philanthropy & Trust Fundraising, Individual Giving Manager, Corporate Manager and Community and Event Managers.

### A few other important requirements of the role

- Manual handling and/or heavy lifting: Yes
- Full, current valid UK driving Licence: Yes
- Access to a vehicle which can be used for work purposes: Yes
- Car insurance, including business cover: Yes
- Disclosure and Barring Service Check: Not required

### Other information

- This job description will be reviewed as part of your annual appraisal (IPR) and is not intended to be a complete list of responsibilities. To meet the ever-changing needs of the service you may be required to perform other duties within your capacity, appropriate with your grade, competence, professional qualifications, and general level of responsibility within the organisation.
- Further information on employee benefits can be found [here](#).
- Rennie Grove Peace commits to:  
Encouraging equality, diversity, and inclusion (EDI) in the workplace.  
Creating an environment in which individual differences and the contributions of our staff, potential staff and volunteers are recognised and valued and people are treated with dignity and respect.  
Applying the EDI Policy across all areas of recruitment, training, promotion, transfers, terms and conditions of employment, grievance and disciplinary procedures and decisions.  
Employing the best qualified staff based on aptitude and ability regardless of their background, providing equal opportunity for the advancement of all, including promotion and training.
- Rennie Grove Peace believes in providing appropriate training and development for all employees and you're encouraged to attend appropriate courses (internal and external).
- Rennie Grove Peace provides a high-quality service thanks to the enthusiasm and commitment of both staff and volunteers. We expect all staff to work positively alongside our volunteers and demonstrate our values (currently in development).
- You will carry out your duties according to our Rennie Grove Peace philosophy, always acting in such a manner to justify public trust and confidence and to safeguard the interests and confidentiality of individual patients and their families.
- You should always be aware of the confidential nature of our work of Rennie Grove Peace.
- Rennie Grove Peace is a smoke-free organisation.