

Job title:	Trusts & Grants Manager	Reporting to:	Head of Philanthropy
Department/Group:	Fundraising	Job code/Req no.:	
Location:	HOSF	Travel required:	Yes – Events
Band	TBC	Position type:	22.5hpw

Main Duties & Responsibilities

As Trusts & Grants Manager, you will play a key role in growing sustainable income for The Hospice of St Francis by leading the development and delivery of the trusts, foundations and grant-giving income stream. Reporting to the Head of Philanthropy, you will manage a strong pipeline of funders, develop compelling proposals, build trusted relationships and ensure excellent stewardship so that grant funding directly supports the delivery of high-quality hospice care.

Working collaboratively across Fundraising, Communications, Clinical Services, Wellbeing, Volunteering and Finance, you will translate service needs, budgets and impact data into clear, fundable propositions. You will also guide and coordinate the contribution of volunteers supporting trusts and grants activity, ensuring their work is purposeful, well prioritised and aligned with agreed objectives.

- Develop, implement and monitor an annual trusts, foundations and grants plan that supports the wider fundraising strategy and contributes to agreed income targets.
- Manage and grow a portfolio of existing and prospective trusts, foundations, grant-making bodies and statutory funders, developing tailored cultivation, solicitation and stewardship plans.
- Research, identify and qualify new funding opportunities, maintaining a robust and well-prioritised pipeline of prospects, including multi-year and higher-value opportunities.
- Create high-quality, persuasive applications, proposals, letters of intent and cases for support that clearly communicate need, impact, outcomes and the value of hospice care.
- Work with service leads and colleagues to shape project ideas into fundable propositions, gathering accurate project information, budgets, timelines, outcomes and evaluation measures.
- Coordinate the development of restricted funding applications, ensuring proposals are realistic, deliverable, accurately costed and aligned with organisational priorities.
- Deliver excellent funder stewardship through timely updates, meaningful engagement, compelling impact reporting and proactive management of renewal and reapplication opportunities.
- Monitor grant conditions, reporting deadlines and restricted income requirements, working closely with Finance and service teams to ensure funder obligations are met.
- Maintain accurate and up-to-date records on the CRM system, including prospects, applications, funder communications, grant restrictions, reporting requirements and stewardship activity.
- Produce regular pipeline, activity and income reports for the Head of Philanthropy and wider fundraising leadership, using insight to inform priorities and identify risks or opportunities.
- Keep abreast of funding trends, funder priorities and changes in the external fundraising landscape, sharing relevant insight with colleagues to support income growth.
- Build strong working relationships across Fundraising, Communications, Wellbeing, Clinical Services, Volunteering and Finance to ensure a coordinated and compelling approach to funder engagement.
- Guide, brief and support volunteers who contribute to trusts and grants work, ensuring activity is well planned, appropriately supervised and focused on priority tasks.
- Represent the Hospice professionally with funders, prospects, volunteers and senior stakeholders, building trusted and transparent relationships that protect and enhance the Hospice's reputation.
- Ensure all trusts and grants activity is delivered in line with the Code of Fundraising Practice, data protection requirements, organisational policies and agreed due diligence processes.

Qualifications, Skills, Experience, Knowledge & Approach

Essential

- Proven experience in trusts and foundations fundraising, including prospect research, cultivation, stewardship and effective pipeline management.
- Strong relationship management skills, with the ability to develop and deliver tailored engagement strategies for a range of funders.
- Strong verbal communication and presentation skills, with the confidence to engage and influence a wide range of internal and external stakeholders.
- Excellent organisational and project management skills, with the ability to manage multiple priorities, projects and deadlines effectively.
- A proactive, collaborative and results-focused approach, with a strong commitment to achieving fundraising objectives.
- Resilience, adaptability and a positive approach, with the ability to thrive in a fast-paced and changing environment.
- Experience of using a CRM database
- Working knowledge of the Code of Fundraising and Data Protection laws

Desirable

- Understanding and experience of securing and reporting grants or institutional funding, such as local council grants
- Experience of managing volunteers
- Previous experience of fundraising in a Hospice setting
- Knowledge of Donorfy
- Fundraising qualification

Communication

- Excellent written communication skills, with experience producing compelling grant applications, proposals, cases for support and donor reports.
- Strong written and verbal communication skills
- Ability to develop and present an emotive and compelling case for hospice care
- Excellent interpersonal skills with ability to build relationships and negotiate with internal and external stakeholders
- Understand and deliver a high level of supporter care (or customer service) with proven ability in continually improving the supporter (customer) experience.

Decision Making

- Analytical thinker with ability to make data-informed decisions
- Self-motivated and able to take responsibility for own area of work, with some guidance and support
- Ability to manage own workload and strategically prioritise in the face of competing demands on resource
- Proactive and operate with a solutions-focused approach, and with incomplete information
- Ability to track and evaluate progress and take action to respond to changing internal/external environment in order to achieve objectives
- The post holder is required to apply the level of judgement commensurate with role, act at all times in the best interests of the Hospice in accordance with the Nolan Principles of Public Life.
- Understanding of and management of reputational risk, including execution of due diligence screening as required

Mental & Physical Consideration

- Ability to deal sensitively with hospice patients, their families, and people who are newly bereaved
- Commitment to the aims and ethos of the Hospice
- Strong personal awareness and empathy, and ability to manage sometimes challenging emotional situations
- Able to work flexibly in order to deliver role including maintaining regular presence at the Hospice – likely to require some evening or weekend working, and travel to meet supporters and prospects

Working Conditions & Environment**Health & Safety**

- Understand and comply with all Health and Safety, Fire and Infection Control regulations
- Complete all mandatory training and ensure compliance of direct reports and contractors

Safeguarding

Act in a manner at all times to safeguard the interests of individual patients/clients and their families and justify public trust and confidence in the Hospice of St Francis.

Last updated by:	Director of Fundraising	Date/Time:	August 2026
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