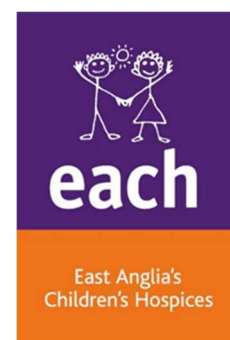


East Anglia Children's Hospices - EACH

Job Description



Job Title: Trusts and Foundations Manager

Responsible to: Head of Philanthropy and Partnerships

Directorate: Fundraising

Job Summary:

Lead the delivery of EACH's trusts and foundations fundraising strategy, securing income from charitable trusts, foundations and grant-making organisations to support service delivery, major developments and capital appeal projects.

Responsible for achieving agreed income targets, developing a sustainable funding pipeline, and aligning the needs of EACH's service delivery with the priorities and interests of funders.

Line managing the Senior Trusts and Foundations Fundraiser while working collaboratively with the Head of Philanthropy and Partnerships and colleagues across Fundraising, Care and Finance, managing a portfolio of existing and prospective funders, developing high-quality funding applications, proposals and impact reports, and overseeing the identification, cultivation, stewardship and renewal of funding opportunities.

Responsibilities

- Deliver strategy to grow Trust and Foundation income at EACH and working collaboratively with the alongside Head of Philanthropy and Partnerships and Care to align this strategy with the needs of EACH's service delivery working
- Deliver income and expenditure against budgets and report progress against these targets, preparing performance reports for the Head of Philanthropy and Partnerships regularly and the Board and Directors when required.
- Lead and manage the core Trusts and Foundation programme to raise primarily unrestricted revenue funding. Develop, enhance and manage application content working collaboratively across EACH.
- Line manage, coach and mentor the Senior Trust and Foundations fundraiser in support of the Trust & Foundation programme.
- Work collaboratively with Care & Finance in order to develop:

- Projects and funding packages
 - Capital projects and capital appeals
 - Restricted income opportunities
 - Information, budgets, outcomes and impact data
- Enhance and develop relationships with existing Trust supporters to uplift giving capacity and connection with the EACH cause; including using the personal networks of EACH's Patrons, trustees, HV donors and others to initiate and endorse Trust applications.
- Lead on research of new Trusts and opportunities for new funding streams and pipelines; develop and manage a process of identifying, applying and stewarding new funders.
- Write persuasive, high-quality funding applications and proposals.
- Work collaboratively with fundraising colleagues to facilitate cross selling of relevant opportunities to donors, while ensuring that no donor is approached twice, no duplication of activity and that revenue fundraising and long-term fundraising for EACH remains sustainable.
- Ensure that funders are appropriately thanked in line with the fundraising team's Stewardship process and, where they have funded specific projects, to keep them informed of progress by writing compelling reporting and evidence. Responsibilities also include gathering outcomes, impact evidence, budgets and evaluation data.
- Working with the Marketing & Communication team or other marketing agencies as appropriate to develop effective communications.
- Compliance with the Fundraising Regulator Code of Fundraising Practice, Charity Commission guidance, GDPR and data protection and EACH's policies and procedures.
- Accurate CRM/Database use, recording donor information, pipeline activity and stewardship actions.

General requirements

- Maintain confidentiality in all areas of work at EACH.
- Ensure that your conduct within and outside EACH does not conflict with organisational expectations and values as below.
- Actively support and promote EACH and all its policies.
- Promote the safeguarding and welfare of children, young people and vulnerable adults
- Ensure an awareness and observation of Fire and Health and Safety Regulations.
- Ensure the respect, dignity and rights to privacy of children, young people and their families as far as possible.
- Act as a representative of EACH by championing our mission and values and supporting an inclusive and respectful working environment for all.
- The role of volunteers is integral with the work of EACH, and employees are required to underpin this in their attitude and actions.

EACH - Values

Empathy, understanding and inclusion

Understanding the views and feelings of others is central to our work relationships and how we interact daily. We actively encourage unique perspectives, backgrounds, and experiences of others, fostering an environment where all voices feel valued.

Commitment to quality

We consistently employ our best efforts and strive for the highest standards in everything that we do, always looking for ways to improve.

Open, respectful and accountable

We operate in an honest, respectful and collaborative way, encourage open constructive feedback and celebrate diverse viewpoints. We are mindful of the power of our words, actions and biases, and hold ourselves accountable to ensure a safe and inclusive environment for everyone.

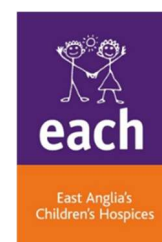
Make it happen

We are empowered to take responsibility for getting things done.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.

East Anglia Children's Hospices - EACH

Person Specification



Job Title: Trusts and Foundations Manager

	Essential	Desirable
Knowledge/ Training		
Experience	• Experience of Trust and Grant fundraising, including cultivation, solicitation, stewardship and pipeline development. • Demonstrable experience of working within a trusts fundraising post, operationally fundraising and/or capital appeal at a middle to senior level, including negotiating with funders and managing staff. • Experienced in presenting up to senior board level. • Demonstrated experience in project reporting, application writing and developing • Demonstrated experience of developing and delivering relationship marketing activity, preferably with high-value and major donors. • Experience of achieving income against agreed financial targets • Experience of using research sources and methods and analysing research data. • Demonstrated experience of securing major gifts and capital income. • Experience of analysing and interpreting data to develop compelling, evidence-based funding applications, impact reports, cases	• Demonstrated experience of securing major gifts over 6 figures. • Working knowledge of the fundraising software, The Raiser's Edge. • Experience of working with issues of health and/or disability • Experience of working within a grant-making foundation, charitable trust or similar funding organisation, with an understanding of fundraising, grant programmes and/or capital appeals.

	for support and stakeholder communications. • Demonstrated experience of preparing funding applications that communicate need, impact and outcomes that align with funder requirements and organisational objectives.	
Skills & Abilities	• Effective written, verbal and presentation skills, with the ability to engage and influence a diverse range of stakeholders. • Able to articulate information in a persuasive manner – interpreting complex information into persuasive appeals and evaluate creative work prepared by agencies and/or staff members. • Relationship management skills, with the ability to plan and deliver tailored engagement strategies for supporters. • Demonstrated experience of managing budgets and monitoring performance against agreed financial targets. • Ability to coach, mentor and support team development. • Ability to manage workloads and meet deadlines • Demonstrated ability to collaborate with the wider team to achieve agreed outcomes • Ability to manage competing priorities and deliver work to agreed deadlines in a busy environment. • Demonstrated problem-solving skills, including the ability to identify issues and develop effective solutions. • Ability to identify opportunities, implement improvements and work towards agreed targets.	

	• Demonstrated ability to work independently, take initiative and manage priorities effectively. • Demonstrated organisational and project management skills, including the ability to manage multiple applications, reports and deadlines simultaneously.	
Other Requirements	• Current, full, valid driving licence and access to a vehicle. • Willingness to travel across East Anglia. • Flexibility to attend occasional evening and weekend events.	