

Trusts and Foundations Fundraising Manager

Purpose of the role

To plan, manage and deliver fundraising from Charitable Trusts, Foundations and other grant schemes. To manage and oversee all associated administrative tasks.

Role description

- To raise at least £60,000 per annum for Tom's Trust initially, and to increase this in future years
- To set and report on income budgets
- To manage and deliver all aspects of Tom's Trusts's fundraising from Trusts, Foundations and grants
- To line manage the part time Fundraiser
- To plan, write and submit regular applications to Charitable Trusts and appropriate grant schemes on an ongoing basis, maintaining positive relationships with funders through regular contact and updates, and ensuring that rigorous records are kept
- To carry out other duties as requested by the Chief Executive

Person Specification

Essential

- At least 3 years' experience in a charity in a trusts/grants fundraising role
- In-depth knowledge and experience of planning, managing and writing high quality successful fundraising applications
- Experience of managing income budgets
- Understanding and knowledge of funders' expectations and requirements
- Proven ability to communicate effectively in writing and verbally at all levels
- Proven ability to work on own initiative and within a small team

Desirable

- At least 3 years' experience in a senior fundraising post with a charitable organisation
- Experience of strategic fundraising planning
- Understanding and experience of the health sector
- Experience of managing staff and/or volunteers