



Tom's Trust Trusts and Foundations Manager

JOB DESCRIPTION

Tom's Trust provides psychological support for children with brain tumours and their families. A brain tumour diagnosis is incredibly traumatic; it has a huge impact on the mental, physical and emotional wellbeing of a child, leaving them with life-long difficulties.

Sadly a third of children diagnosed with a brain tumour will die, and of those that survive, a huge 62% will be left with life altering disabilities. Research shows that early intervention with psychological support reduces the likelihood and severity of long-term disabilities by improving these children's cognitive function. We provide this intervention right from diagnosis and provide the best chance for children with brain tumours to get back to school, resume their lives and go on to achieve their full potential. We are the only UK charity focused solely on providing psychological support for children with brain tumours and their families. A service that is greatly needed but almost entirely absent across the UK.

Please see our Website for further information – www.tomstrust.org.uk

JOB TITLE:	Trusts and Foundations Manager
SALARY:	£33,000 pro rata
LOCATION/BASE:	Home based with travel to the Cambridgeshire office on occasion. 3 days a week (21 hours with flexibility with days and working hours)
HOURS:	21 hours a week
RESPONSIBLE TO:	CEO
JOB SUMMARY:	The Trusts and Foundations Manager will be responsible for researching, applying and reporting back to grant making bodies to secure our trust fundraising budget. This role requires someone with experience of working in a fast-paced Trust and Foundations team, with a track record of securing 5-figure donations from local, regional and national funding bodies. This role requires an outstanding level of persuasive, clear communication and writing skills as well as a thorough understanding of how to write and present detailed reports to illustrate the impact, outcomes and outputs for our charity.

MAIN DUTIES & RESPONSIBILITIES:

- Contribute to the charity's sustainable future with a robust and successful trust and grants strategy to meet the overall fundraising strategy

- Identify and research prospective trusts, foundations and grant-making bodies and coordinate a Workplan with clear deadlines and income opportunities
- Produce compelling, persuasive and professional grant applications to secure and renew funding. You will be required to develop an inspirational insight into the details of how our work is implemented and what it is seeking to achieve
- Develop and write concise and captivating grant reports to encourage the renewal and cultivation of potential and existing donations
- Review and develop trust fundraising strategies as part of the annual planning and budgeting cycle and present recommendations to line manager

EXPECTATIONS

To achieve these Objectives, the Trusts and Grants Manager will be expected to:

- Strive to continuously deliver exceptional, high quality applications and reports and achieve or exceed targets. Develop robust plans detailing ways to maximise income via Trusts and Foundations with clear processes to deepen and strengthen relationships with donors.
- Ensure donors are professionally thanked and their support acknowledged as appropriate.
- Work closely with all Tom's Trust Clinical staff to develop an in-depth knowledge and understanding of the services we deliver, and our plans to develop and grow these services.
- Work closely with all Tom's Trust team to develop an in-depth knowledge and understanding of the organisational structure, policies and procedures, accounts and other areas to ensure all due diligence checks can be completed accurately for donors. Continuously monitor and evaluate the progress of services we deliver to be able to report on, and illustrate, the impact of donations.
- At monthly one-to-ones, feed in accurate forecasting and pipeline figures for each Trust, supporting the CEO with accurate budgeting, phasing and reforecasting of income.
- Manage and organise production of current, accurate and compelling templates for applications and reports, ensuring they are on brand.
- Use our database system to accurately and regularly record comms, meetings and actions/agreements, and ensure income is accurately recorded.
- Stay abreast of developments in Trusts and Foundations and the wider area of fundraising and charity sector.
- Uphold, safeguard and promote the organisation's values and philosophy relating particularly to ethics, integrity, corporate and social responsibility and environmentally sound policies and procedures.

- Other roles as requested which may include, but not be limited to, drafting other communications, assisting in researching major donors and corporate charity of the year applications and helping ensure the smooth running of events.

EXPERIENCE

The candidate must:

- Have a proven track record and at least 2 years' experience within a Trusts and Foundations team, writing applications and reporting on projects for funding for 5-figure sums of money
- be able to identify potential new funding opportunities and have experience of writing detailed reports and delivering pitches on the telephone and/or in person
- have strong communication and interpersonal skills with the ability to present orally and in writing
- be proactive and able to prioritise your workload in order to deliver multiple projects at the same high standard
- have the ability to set clear direction and forward thinking realistic plans
- have the ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others
- have the ability to influence, negotiate and persuade others to gain acceptance or agreement of ideas and approaches
- have a competent level of computer literacy, including use of Microsoft Outlook, Word, Powerpoint, Excel and the Internet
- have excellent communication, interpersonal, organisational and team working skills
- be self-motivated, be able to work from home and be able to travel to London and other areas as required
- have the ability to actively listen, seek information, and ask questions to ensure the understanding of underlying concerns of others
- be respectful, non-judgemental and empathic towards clients/colleagues
- show a sense of responsibility and commitment to organisational excellence with integrity, honesty and professionalism

REVIEW:

There will a 6-month probationary period, following which there will be a 1-month notice period. This job description will be reviewed as necessary to meet the needs of the service on no less than an annual basis in consultation with the post holder.

HOW TO APPLY

To apply for this role, please send your CV & a covering letter to: rebecca@tomstrust.org.uk