



## **Trusts and Foundations Fundraising Manager – Responsibilities:**

1. To develop and deliver a grant and foundation fundraising strategy that will drive growth and significantly increase income.
2. To manage fundraising from trusts and foundations by identifying opportunities, developing robust and compelling propositions in line with strategic objectives and working closely with colleagues, preparing and submitting applications and managing administration and reporting requirements for successful projects.
3. To lead on national and international scientific research grant funding applications that align with our strategic objectives.
4. To build and maintain long-term relationships with new and existing funding/grant making organisations ensuring excellent stewardship and all required reporting is delivered in a timely way.
5. To work closely with organisations that Natasha's Foundation funds to ensure they are capturing the necessary outcomes for reporting requirements.
6. To interpret, analyse and adapt highly complex information demonstrating how proposals meet funders' requirements.
7. To prospect potential funders in order to increase the size of the trust and grants fundraising pipeline.
8. To maintain and develop a Trust and Grants database to manage, record and report activity.
9. To create monthly income forecasts and pipeline reports.
10. To contribute towards fundraising team KPIs to help inform business planning.
11. To compile 'need and impacts' data to help inform and strengthen applications.
12. To chair proposal development meetings with key internal stakeholders.
13. To provide regular reports for management and finance colleagues.
14. To individually manage volunteers and collectively coordinate their time and skills assisting with this key area of work.
15. Other duties as directed by the CEO which are consistent and commensurate with the responsibilities of the post.

## **Personal Qualities & Experience:**

- Extensive experience of charity fundraising and leading, managing and writing winning proposals.
- Proven track record of generating significant income from grants and trusts.
- Sound knowledge of trust and foundation fundraising and have previously developed and executed a grant fundraising strategy, ideally for medical research.
- Experience of prospect research, identifying funding opportunities and interpreting information.
- An outstanding communicator, with the ability to write compelling copy for different audiences.
- Excellent organisational and planning skills, with a track record of meeting and exceeding targets and deadlines.
- Excellent communication skills, both verbal and written, including strong presentation skills.
- Desirable to have knowledge of issues affecting people living with allergic disease and the policy landscape.
- Self-motivated and self-managing, able to effectively prioritise workloads both immediate and in the pipeline, meet deadlines independently & be a quick thinker.
- Have an openness to learning from different perspectives, changing viewpoint based on evidence, and commitment to continuous improvement and innovation.
- Ability to travel to meetings and events regularly across the UK when travel restrictions are lifted, and it is safe to do so.
- A willingness and ability to work flexibly including some evenings and weekends as needed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at appraisal or other appropriate time and may be subject to modification or amendment, after consultation with the holder of the post.

## **Role Details / Benefits:**

This position is a home-based role with weekly / biweekly virtual meetings (as needed) with the Chief Executive.

Future travel to meetings into London and other places across the UK will be required from time to time. Expenses will be paid in line with the charity's Expenses Policy.

- Salary: £40,000-£45,000 dependant on experience
- Holidays: 25 days plus statutory holidays pro rata
- Pension: 3% employer contribution on condition of employee 5% minimum contribution
- A laptop and Zoom account will be provided
- To attend training and attend courses relevant to the post