**ROLE PROFILE**

**Senior Programme Fundraising Manager (Trust and Foundations)**

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| **Job Title** | Senior Programme Fundraising Manager |
| **Reporting to** | Head of Programme Fundraising |
| **Line Management responsibility** | No |
| **Salary** | c. £50,000 depending on experience |
| **Location** | Flexible, with some travel to London required |
| **Key accountabilities**  |
| **Job purpose**The British Asian Trust (BAT) is in a dynamic and exciting period of growth. This role will play a vital role in the organisation’s development through raising 6-7 figure restricted grants from trusts and foundations, including corporate foundations, in the UK, South Asia and other geographies. The role will be responsible for securing new funding relationships (50%) and managing a portfolio of existing donors (50% - approximately £500K of annual income). The post-holder will work closely with the Head of Programme Fundraising, as well as the wider Fundraising Team, in-country staff, and senior management, to secure significant and sustainable income for Livelihoods, Education, Anti-Trafficking, Mental Health and Conservation programmes in South Asia.**Main responsibilities****Lead on identifying and securing new 6-7 figure grants from trusts and foundation donors, including corporate foundations, to meet programme fundraising targets** * Proactively research and identify funding opportunities that support the organisation’s fundraising priorities
* Maintain up-to-the-minute intelligence regarding existing opportunities, supporters, relevant industries and the overall philanthropic landscape
* Work with other internal Stakeholder Leads and wider teams to develop and implement effective engagement strategies, based on the research, including supporting senior management and trustees to initiative and manage key relationships
* Work collaboratively and productively with programmes teams and in-country staff, and senior management, to develop and submit high value (predominantly 6-7 figure) funding bids to meet Programme Fundraising targets
* Manage and maintain effective prospect records and pipelines on the CRM database (Salesforce)
* Proactively research, network and engage with key sector stakeholders and groups to identify and pursue funding opportunities and strategic partnerships in line with the organisational strategy, collaborating with programmes and senior staff as appropriate

**Effectively steward and grow a portfolio of existing institutional funding partnerships*** Maintain and develop a portfolio of high value trusts and foundation donors in order to maximise sustainable restricted income
* Produce individual engagement plans, bespoke communications and compelling funding applications in order to reach ambitious targets
* Ensure effective grant and partnership management, working collaboratively with programme leads, country directors and communications staff, incl. thorough reporting and delivering partnership commitments, such as employee engagement, communications and events
* Ensure stand-out donor stewardship, leveraging on internal events and project visits, and face to face and written communication
* Support internal stakeholder leads (incl. the Chief Executive, Executive Directors and Trustees) to effectively manage donor relationships for which they are responsible, incl. drafting correspondence and writing meeting briefings
* Maintain appropriate donor records (on the CRM database as well as files), incl. donor thank you letters, contracts, payment receipts, meeting notes, communication records, etc

**Other:*** Compile accurate queries, reports and summaries as needed for the Head of Programme Fundraising and Director of Fundraising
* Support the development and implementation of systems, processes, and practices necessary to ensure that we deliver first class management of our funding partners
* Contribute to overall strategic and financial planning as required
* Participate in team meetings and events
* Actively contribute to and support wider BAT activities and initiatives, particularly with regards to income generation and communications
* Consistently demonstrate the values and principles of British Asian Trust in all its activities
* Other duties as required by the line manager commensurate with the post
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| **Key relationships****I**nternal: Director of Fundraising; Head of Programme Fundraising; Programme Fundraising Manager; Head of Programmes; Programmes staff in-country and the UK; Fundraising Team; Communications TeamExternal: BAT funding partners, including Trust and Foundations, corporate and statutory donorsProgramme Partners including; NGO’s, private sector companies and academic institutionsBAT Service Providers, such as IT and database support |

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| **Job-related knowledge, skills and experience**  |
| **Essential:*** Significant experience with demonstrable progression in a trusts and foundations or similar fundraising role
* Strong track record in securing high value (six figures and above) grants from warm and cold trusts, foundations, corporate foundations and/or statutory donors, including demonstrable ability to independently manage the fundraising process from research/identification to grant management
* Demonstrable ability to communicate effectively with a wide range of internal and external stakeholders, adapting style and approach to stakeholder needs
* Demonstrable experience project managing complex bid development and writing successful fundraising bids, including developing project budgets
* Strong track record managing and increasing the income from a portfolio of high value funding partnerships with institutional funders, including implementing creative engagement/stewardship plans
* Demonstrable experience of managing high-level internal and external stakeholders (including chief executives and trustees) to engage and drive fundraising relationships
* Demonstrable ability to proactively manage a funding pipeline for programme priorities, including reporting to senior stakeholders against targets and pipeline strength

**Desirable:*** Knowledge and/or experience in the development sector
* Knowledge, experience and/or passion relating to BAT’s programme areas (livelihoods, education, anti-trafficking, mental health, conservation) and/or countries in South Asia, particularly India, Pakistan and/or Bangladesh
* Particular expertise and passion for driving new business (funding) opportunities
* Experience managing corporate partnerships, including developing creative communications and engagement plans
* Knowledge and/or experience of the social finance sector or results-based-finance

**Key skills required for the role:*** Excellent stakeholder and relationship management skills
* Excellent written and verbal communication skills
* Excellent time management and organisational skills
* Ability to prioritise work and work well under pressure
* Ability to work methodically and with high attention to detail
* Good working knowledge of database, spreadsheet and word-processing software
* Ability to problem solve and troubleshoot
* Ability to demonstrate a flexibility of approach and work effectively as part of a team
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