

| Role Description

Role title: Head of Trusts and Foundations

Accountable to: Director of Fundraising and Partnerships

1. **Bid development and bid writing (60%)**

- Assume overall responsibility for developing and managing our pipeline of trusts, foundations and statutory funders
- Develop and maintain an exemplary understanding of the entirety of London Youth's work and the specialisms of our delivery teams
- Work closely with delivery teams, and with the learning and finance functions, to ensure effective collaboration, resulting in the preparation and submission of quality six-to-seven figure high-quality proposals to grant making organisations and statutory funders
- Work closely with other members of the Senior Leadership Group, and where appropriate with funders, to co-develop new project ideas, or refinements to existing projects, to meet the emerging needs of young people and our member youth organisations
- Speak to and meet with prospective funders to pitch ideas and to check in around their expectations
- Connect with our member youth organisations and our Youth Advisory Board to understand their take on emerging issues and ensure their views are reflected in our applications whenever appropriate

2. **Leadership of our Trusts and Foundations function (20%)**

- Lead the team, planning and delivery of the trusts and foundations strategy and manage all progress towards agreed annual targets
- Line manage the Trusts and Foundations Fundraising Managers
- Appoint, and oversee the work of fundraising consultants as appropriate
- Work with the Director of Fundraising to leverage new opportunities from trusts and foundations through London Youth's Trustee Board and Fundraising Working Group
- Retain an up-to-date understanding of the grant-making sector, staying informed of sector developments, and emerging evidence and trends.

3. **Fundraising management and corporate leadership (10%)**

- Meet regularly with the Director of Fundraising and Partnerships to discuss your strategic KPIs, and personal and professional development.
- Represent the fundraising leadership team in meetings with other Directorates, monthly catch ups with the CEO, other cyclical meetings, and when appropriate, Senior Team meetings, and Finance Committee and Board meetings with our Trustees
- Ensure financial reporting is up-to-date and accurate, including management accounts, valuations of our pipeline, and the tracking of income risk
- Ensure an effective system is in place, via Salesforce, for tracking and recording all communication with funders, as well as the trusts and foundations KPIs
- Contribute to the development and implementation of London Youth's strategy, and annual plans and budgets
- Ensure all fundraising activities are grounded in: good practices, Fundraising Regulator guidelines, our due diligence protocols, and conducted compatibly with London Youth's policies and values
- Commit to and actively promote London Youth's Anti-Racism Strategy and policy and procedures regarding equality, diversity and inclusion

4. Engagement and stewardship (10%)

- Develop annual engagement events for prospective trusts, foundations and statutory funders and ensure their overall experience is high quality
- Once an application is successful, ensure funders are thanked appropriately and all relevant material is handed over to delivery teams and an ongoing division of labour agreed
- Ensure all our trusts, foundations and statutory funders have a nominated account manager and delivery lead
- Ensure all reports and annual evaluations for funders are submitted on time and to a high standard
- Whenever appropriate, and in partnership with delivery teams, develop and manage funder visits to projects, member youth organisations and the residential centres to see our work in action
- Work with Delivery Heads and Directors to manage further requests for funding at an appropriate time and manner

| Person Specification

- At least three years' experience of trusts and foundations fundraising
- Proven ability of leading and growing a trusts and foundations income stream and / or team
- Experience of successfully leading at least one six figure application to a statutory funder
- Proven ability to think and act strategically, with an awareness and understanding of trends, legislation and Institute of Fundraising best practice guidance in relation to grant fundraising
- Sound knowledge of, and previous experience working with UK and London grant makers
- Proven ability to lead and collaborate with delivery colleagues to develop new projects and refine existing projects to meet the emerging needs of beneficiaries
- Experience of working with delivery, finance and senior teams to develop project budgets
- Evidence of outstanding written, oral and presentational communication skills with a wide range of audiences
- Experience of acting as an organisational ambassador in a range of outward facing contexts
- Proven project management skills
- Demonstrable relationship management skills
- Tenacious and resilient with a positive and enthusiastic mindset
- Able to work independently, multitask and prioritise a busy workload