

<b>Role</b>	Head of Trusts and Foundations	<b>Location</b>	Pitfield Street
<b>Reports to</b>	Director of Fundraising and Communications	<b>Responsible for</b>	Trust and Foundation Manager x 2
<b>Team</b>	Trust and Foundations	<b>Contract type</b>	Permanent
<b>Salary</b>	£54,508	<b>Hours of work</b>	37.5 (Monday to Friday)

**| Summary**

This role is both our Head of Trusts and Foundations and lead bid-writer. The Trusts team have historically had great success at London Youth, leading this to be our primary income stream, responsible for 70% of fundraised income. The Trusts team primarily operates as a New Business team, working closely with the Delivery Directorate who are extremely fundraising-positive and take responsibility for the majority of grant management. If you are looking for a role where you can have great impact and retain interesting individual-contributor work, this is for you. The strategy is to retain trusts and statutory income at consistent targets for the next three years, with other areas of fundraising projected to grow such as corporate partnerships. With strong, longstanding six and seven figure funding relationships and a broad range of programmes to fundraise for, this is an exciting role with lots of opportunity. As London Youth embarks on its three-year strategy 2023-2026, there is also scope to input on fundraising processes and ways of working, to build your vision for the team in future years.

**| What you will be doing**

- 1. Bid development and bid writing (70%)**
  - Assume overall responsibility for developing and managing our pipeline of trusts, foundations and statutory funders
  - Work closely with delivery teams, and with the learning and finance functions, to ensure effective collaboration, resulting in the preparation and submission of excellent 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
  
- 2. Leadership of our Trusts and Foundations function (15%)**
  - Lead the team, planning and delivery of the trusts and foundations strategy.
  - Manage a pipeline of work, coordinating distribution of responsibilities across the team.
  - Line manages two Trusts and Foundations Managers (one existing and one to be recruited). Supporting their ongoing professional development through our My Contribution process.

- Ensure Salesforce is being used and kept up to date for tracking and recording KPIs.
- 3. Strategic planning (10%)**
- Overall responsibility for forecasting incomes across Trusts and Statutory including income risk levels and monitoring progress towards these targets.
  - Coordination and management of the Pipeline planning group, which brings together stakeholders across the organisation to identify priorities for restricted funding and coordinates the fundraising team's plans with programme plans.
  - Ensure financial reporting is up-to-date and accurate, including monthly reviews of management accounts.
  - Represent the fundraising leadership team in meetings with other Directorates and at Senior Leadership Group (Heads of and Directors).
  - Contribute to the development and implementation of London Youth's strategy, and annual plans and budgets.
  - With strong, longstanding six and seven figure funding relationships and a broad range of programmes to fundraise for, this is an exciting role with lots of opportunity."
- 4. Stewardship and cultivation (5%)**
- While Delivery teams hold primary responsibility for grant management, you will identify key accounts and work collaboratively with these teams to identify opportunities to increase retention and uplift through excellent stewardship in line. London Youth's stewardship programme is very new and so you will have the opportunity to bring new ideas and be creative.

You will commit to and actively promote London Youth's Anti-Racism Strategy and policy and procedures regarding equality, diversity and inclusion.

### | What you bring to the role

- 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 lead and collaborate with delivery, finance and senior teams to develop project plans and budgets.
- Evidence of outstanding written, oral and presentational communication skills with a wide range of audiences
- Proven project management skills
- Demonstrable relationship management skills
- Able to work independently, multitask and prioritise a busy workload