



We're here
for young
wheelchair
users

Head of Trusts and Foundations

Responsible to	Director of Fundraising and Communications
Responsible for	Trust and Foundations team x 5
Location	Flexible with regular visits to Park Street in London
Hours	35 hours
Term	Permanent
Salary	£55,000 - £60,000 per annum, (dependent on experience)



Whizz Kidz: the facts

Over 75,000 young people aren't getting the wheelchair or support that fully meets their needs.

Without the ability to be independent young wheelchair users are restricted in their ability to socialise and participate in society.

We're here to change that.

As the UK's leading charity for young wheelchair users (9 months -25 years old), we empower young people by providing the wheelchairs, equipment, support and confidence-building experiences they need, and campaigning for a more inclusive society.

And we won't stop until they are mobile, enabled and included.

The Fundraising and communications team at Whizz Kidz raises around 95% of the income to fund the work of the charity and supports the generation of funds through on and offline publications, develops our social media and website presence and leads on PR activities.

Our vision

A society in which every young wheelchair user is mobile, enabled and included.

Our values

We are young people focused, ambitious, collaborative and inclusive.



Job summary

Whizz Kidz is transforming. It is an exciting time to join us and lead and shape the ideas, vision and work of our Trusts and Foundations team. This pivotal role will develop and deliver significant relationships with major trust supporters and other grant makers - working closely with our service teams as well as the fundraising and marcoms team and SMT. You will enhance and expand relationships with current supporters, create compelling funding proposals and bids that will inspire giving, and lead a team of 5 across all areas of trust and foundations fundraising. You will also lead on the relationship management of major trusts and foundations managing detailed reporting, financial monitoring, and delivering excellent account management to maximise the potential of our long-term funding relationships helping to build the Whizz Kidz brand, grow influence and drive income.

The person

As the Whizz Kidz Head of Trusts and Foundations you will get into the heart of the organisation and use your passion, experience and skills to identify and lead approaches to trust, foundations, lottery and other organisations personally securing gifts of £50k-£1m+. You will have experience identifying and researching prospects with capacity and propensity to support a cause and of course outstanding writing skills, including the ability to present complex information in writing, with an excellent eye for detail. You will want to play a vital role within the fundraising and marcomms team helping to create a strong team spirit and high-performing team that is delivering against financial targets, proactively supporting efforts to unlock income to support of young people in wheelchairs and their families.

Key accountabilities

- Devise and implement a strategy to optimise fundraising from trust, statutory and lottery sources.
- Set an annual budget and regularly monitor and track income, forecasts and reforecasts to determine realistic trust, statutory and lottery activity and to achieve annual team income targets.
- Manage members of the Trust and Foundations Team to meet the annual work plan objectives and targets.
- Play a pivotal role in the fundraising leadership team.



- To achieve agreed income targets from current and new supporters, with a focus on major trusts, foundations and the lottery funds.
- To research and develop relationships with new key trusts with a view to securing their long-term support; this may involve face to face meetings and presentations.
- To lead on creating compelling project budgets and shopping list costs. Work with colleagues across the organisation to set outputs and outcomes for Whizz Kidz projects, for use in funding applications across the department.
- To ensure that all funders receive financial and written updates and progress reports, both verbal and written, using the monitoring information garnered by colleagues in the Young People's Team, Communications Team, Finance Team, and Children's Services Team.
- To work with the Finance Team to ensure that accurate proposal budgets are created and to ensure that donations are accurately coded and used to fund the projects or activities that they were raised for in a timely fashion. To work with key members of delivery staff and the Finance Team to monitor spend on restricted grants.
- To build strong internal working relationships with colleagues to facilitate the gathering of information for updates and in order to frame new funding proposals in line with the charity's aims and objectives.
- To manage and develop the skills and capabilities of all members of the Trust, and Foundation team, ensuring they receive the support and supervision they need to fulfil team and individual performance objectives.
- To maintain accurate and up-to-date records on Raiser's Edge.
- Lead on managing the team's prospect research process, using Raisers' Edge to accurately monitor the impact of prospect research on income received from trusts and foundations.

The post holder will also

- Work within all policies, procedures and budgets set by Whizz Kidz.
- Act at all times in the best interest of Whizz Kidz.
- Form effective working relationships with all colleagues members, volunteers and outside organisations as appropriate.
- Take responsibility for ensuring that the policies and procedures relating to Health & Safety in the workplace are adhered to at all times.
- Respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- Not disclose to an unauthorised person any confidential information acquired through official duties unless they have received official permission to do so.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and job rank of the post.

Person specification

Skills and knowledge

- Excellent written skills
- Excellent oral communication skills, including telephone manner
- A team player with a confident manner who can develop effective relationships both internally and externally
- Strong research skills
- Well organised and excellent attention to detail
- Proactive
- Good level of computer literacy, including databases
- Ability to work unsupervised
- Highly motivated, positive and studious
- Good negotiation skills; the ability to challenge colleagues effectively in order to achieve the best outcome for Whizz Kidz



Experience

- Experience of operating successfully in Senior Trust and Foundations role in medium organisations
- Trust fundraising experience (experience of raising individual donations of 6 figures is desirable)
- Staff management experience
- Experience of writing successful proposals for new or innovative projects
- Experience of raising multi-year donations from trusts or other grant giving bodies
- Experience of increasing funding from warm donors through relationship management
- A detailed knowledge of fundraising and changing trends in the funding environment
- Experience of formal report writing
- A positive 'can-do' attitude and the ability to work on own initiative with limited supervision
- Able to work flexibly and creatively to respond to the emerging needs
- Strong decision making skills

Personal qualities

- Alignment with our values – young people focused, ambitious, inclusive and collaborative
- Passionate about supporting young wheelchair users and creating societal change
- The ability to enthuse and engage others in the potential benefits of an engaging project
- An unbounded curiosity for exceptional customer service and improving performance
- Goals driven and creative problem solver

How to apply

Whizz Kidz are partnering with QuarterFive Fundraising Recruitment for this appointment. For a confidential discussion of this role and to make an application, please get in touch with Cristy Gresswell-Nunn via email cristy@quarterfive.co.uk or by phone on **07377 937540**. Apply by Friday 10th November.

You can see QuarterFive's detailed advert for this role [here](#).

Whizz Kidz is a disability equality charity dedicated to creating a team that is a true reflection of the communities they serve. They actively encourage applications from disabled people, supporting, where possible, requirements for reasonable adjustments.

A few perks

The wellbeing of our colleagues is of paramount importance to our success as an organisation, and we want to ensure that our benefits package provides something of value for everyone, whether it is our generous holiday entitlement, wellbeing days, Healthcare cash plan, long-service awards. We hope you agree!

Annual leave

25 days of annual leave per annum plus Bank Holiday (pro-rata for part time colleagues).

Christmas closure

In addition to annual leave, employees get three days of paid Christmas leave.

Pension

Automatic enrolment for all colleagues with the option to opt out. Contributions of 5% gross salary made by both Whizz Kidz and employees. We will match higher contributions of up to 6% of gross basic salary.

Simple health

Automatic enrolment in a fully paid for cash plan that assists you with everyday health costs. This scheme is also available to your families for an extra charge.

Season ticket loan

An interest free loan of up to £5,000 following the successful completion of the Probationary Period.

You can find out more about our perks at [Whizz Kidz.org.uk/charity/careers](https://www.whizzkidz.org.uk/charity/careers)

