

Job Description

Job title:	Senior Trusts and Statutory Manager
Salary:	£48,000 - £50,000 per year
Contract:	Permanent
Hours:	35 hours per week
Directorate:	Development
Reports to:	Head of Trusts and Statutory Fundraising
Direct/indirect reports:	1 direct / 1 indirect

Our mission

The National Literacy Trust empowers children, young people and adults from disadvantaged communities with the literacy skills they need to succeed. We work directly with young people and their families, with the 5,000 schools in these communities, with nurseries, prisons, YOIs and through our teams leading community literacy programmes in 17 places in the UK facing the biggest literacy and poverty challenges. Our research makes us the leading authority on literacy and drives all our work. We are committed to becoming a more diverse and inclusive charity, better at listening to and working in partnership with the communities we exist to serve. Literacy is a vital element of action against poverty and our work changes people’s life stories.

Purpose of role

You will play a key role in leading and implementing our trusts and foundations strategy to maximise income from grant-giving organisations. You will work strategically, building high-impact, high-value relationships with grant funders as well as managing relationships with existing donors. You will collaborate with teams across the organisation and with external partners to compile fundraising proposals and produce high quality reports and budgets.

Our trusts and statutory income is currently managed by a team of four. You will line manage a Fundraising Manager, who is responsible for a Trusts and Statutory Officer, and support them both to deliver our strategy, as well as working closely with other members of the team.

Key contacts

Close working with staff from across the organisation including members of the senior management team, and frequent contact with funders and stakeholders at a range of levels, including trustees.

Outline of responsibilities

- Work with the Head of Trusts and Statutory Fundraising to lead the implementation and management of the trusts and statutory fundraising strategy in order to secure five, six and seven-figure grants
- Manage a portfolio of potential and existing high value / key grant donors and prospects, crafting compelling propositions, proposals and stewardship reports
- Establish and manage long term, effective and profitable relationships with existing and potential funders by providing excellent donor care
- Provide effective line management support to team members, ensuring they have a strong portfolio of existing and new grant donors
- Support the Trust and Statutory Officer to research high-net-worth prospects and develop a strategy for identification
- Coordinate and collaborate across the organisation to identify and maximise opportunities for grant funding
- Ensure fundraising follows our due diligence processes and other organisational policies

This outline is indicative and is not intended to provide a complete list of duties. The postholder will also be required to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

Person specification

Essential	Desirable
<ul style="list-style-type: none">• Success securing six-figure plus, multi-year grants from trusts and foundations• Writing and producing in-depth, compelling and high-quality proposals and funding reports• Planning and prioritisations skills, including delivering on fundraising strategies, and monitoring and reviewing budgets, KPIs and plans• Experience of pipeline development and identifying funding opportunities• Strong relationship/donor management• Excellent stewardship	<ul style="list-style-type: none">• Line management and team support• Fundraising within an education, social justice or social welfare charity

Summary of terms

Location:	You will be able to work regularly from home around the requirements of your role for in person meetings or travel. However, you will be contracted to our office at 68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary.
Flexible working:	We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role. This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.
Travel:	This post may require national travel. Travel expenses will be paid when incurred in line with our expenses policy.
Safeguarding:	We are committed to safeguarding all those who come into contact with our work and all staff are required to follow our safeguarding policy for children, young people and vulnerable adults.