



SENIOR TRUSTS AND FOUNDATIONS MANAGER



JOIN THE TEAM!

Action Against Hunger is building a world where no one dies from hunger. Life-threatening hunger is predictable, preventable and treatable, so a world without it is possible.

We tackle it where it hits and lead research to stop it. We work relentlessly to save lives and to create a world free from hunger.

We stop life-threatening hunger in its tracks. By training parents and healthcare workers to spot the signs, we get life-saving care to people who need it. Our research drives forward understanding of how to predict, prevent and treat life-threatening hunger. With unbeatable knowledge and unstoppable determination, we're taking action against hunger

WE HAVE THREE ORGANISATIONAL VALUES:

1. We work in partnership
2. We are trusted experts
3. We are unstoppable changemakers

If you want to be part of this mission and if you share our values, come and join us.

We welcome applications from all sections of the community and we encourage as broad a range of candidates as possible.

CHECK OUT OUR SOCIAL CHANNELS:



AAH_UK



Action Against Hunger UK



actionagainsthungeruk



Action Against Hunger UK



actionagainsthunger.org.uk



ROLE DETAILS

Job title:	Senior Trusts and Foundations Manager (New Business)
Grade:	PO3
Department:	Fundraising and Communications
Reports to:	Head of Philanthropy
Job location:	London office 2 days per week
Duration:	Permanent
Hours:	37.5 per week
Salary band:	£44,693 - £48,257

JOB PURPOSE

Action Against Hunger is a global humanitarian organisation that takes decisive action against the causes and effects of hunger. We save the lives of malnourished children. We ensure everyone can access clean water, food, training and healthcare. We enable entire communities to be free from hunger.

In 2021, Action Against Hunger UK launched an ambitious new 5-year fundraising and communications strategy. Support from trusts and foundations has played a key part in our growth to date, with income increasing by 150% over the past 4 years. We're therefore looking for a dynamic and skilled relationship-builder to drive forward and build on our current success.

The successful candidate will work in partnership with the Head of Philanthropy and existing Trusts & Foundations Manager to lead and deliver our Trusts and Foundations strategy, with a specific focus on new business. You will be responsible for managing a small portfolio of warm prospective trust supporters, whilst proactively cultivating and approaching new, high-level trust prospects.

If you love building relationships, thinking creatively and strategically, and are self-motivated and proactive, this is a role in which you will thrive. You'll need to be a confident communicator, able to build relationships and influence a range of stakeholders, especially at a senior level. We are looking for someone with a track record of securing large, multi-year partnerships with trusts and foundations or high value donors, preferably with experience of the entire cultivation cycle. As well as developing external relationships, we're looking for a solution-orientated team player who is able to work effectively across internal functions and with colleagues based around the globe.

Whilst this position is advertised as full time and based in our London office, for exceptional candidates we are willing to consider flexible working arrangements including home working, compressed hours and/or part-time hours.

KEY DUTIES AND RESPONSIBILITIES

- In conjunction with the Head of Philanthropy, play a leading role in the strategic development and execution of a Trusts and Foundations strategy to deliver ambitious and sustainable growth.
- With a focus on new business, lead, manage and drive a pipeline of trusts and foundations, focusing on gifts of £100k+ and achieving agreed yearly income targets.
- Identify and research new trusts and foundations that are strong funding prospects for Action Against Hunger to ensure a dynamic and high-value pipeline that supports continuous growth and drives future income potential.
- Lead on the development and implementation of innovative and compelling donor cultivation activities, including events, updates, reports and meetings.
- Be an enthusiastic and passionate advocate of Action Against Hunger, able to inspire audiences around our work and vision; proactively seeking opportunities to network and build relationships; developing and implementing creative and innovative engagement plans for Trusts and Foundations in order to cultivate new relationships.
- Work closely across the organisation including the UK Operations Team and other Action Against Hunger HQs and Country Programmes to source projects available for funding and ensure timely and quality proposal, reports and communications are submitted to donors.
- Lead on the engagement with the network's global account management; ensuring the UK HQ is well positioned to fundraise from European and global foundations. Negotiate with colleagues to maximise income opportunities and impact achieved at a global level.
- Work with the relevant finance team to ensure funding agreements are drawn up and financial reporting is accurate both between Action Against Hunger HQs and the funder.
- Ensure the new business pipeline of Trusts and Foundations are managed and recorded using Raisers Edge, ensuring all activity, correspondence and income is up to date and accurate.
- Manage and monitor the Trusts and Foundations new business income targets and expenditure budget, and lead on the monthly, quarterly, and annual forecasts
- Provide regular and quality financial, KPI, and commentary reporting to organisational requirements, completing analysis in order to identify learning that informs future performance.
- Ensure Action Against Hunger is up to date and compliant with sector legislation and best practice (i.e. IOF, Fundraising Regulator, GDPR, etc).
- Develop sector networks to forge beneficial relationships, keeping fully abreast of relevant trends and developments.
- Deputise for the Head of Philanthropy as required and work with other members of the senior fundraising team to take forward specialist projects and represent the team on cross-organisational initiatives.
- Adhere to the terms of the Action Against Hunger International Code of Conduct and associated policies, as a condition of their employment. All employees have particular responsibility for understanding and following protocols in relation to safeguarding (children and vulnerable adults), and the protection from sexual exploitation and abuse (PSEA). Those in management positions are also responsible for ensuring that staff, volunteers, consultants and other key stakeholders are made aware of and supported in implementing these measures.

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

The job may involve international travel, in line with our International Environmental Framework. And finally, you'll need to adhere to our Code of Conduct and organisational policies and protocols

DECISIONS AND JUDGEMENT

- The job involves working within the overall policy of the organization.
- The work involves using discretion and initiative on specific projects.
- Ensuring all fundraising activities are compliant with relevant legal and best practice guidance.
- Long term planning/strategy development – new business development stream

DIMENSIONS

- Financial planning, forecasting and budget management.
- Potential for line-management of paid staff and volunteers
- A willingness to work flexibly, from other sites, and attend events outside of core hours/weekends would be expected.
- You may be expected to undertake other duties that are commensurate with this role/grade.

PERSON SPECIFICATION

EXPERIENCE REQUIRED

ESSENTIAL

- Extensive experience and demonstrable knowledge of the Trusts and Foundations sector, including current and future trends, and what it takes to secure and develop formative gifts from high value supporters.
- Proven success in securing 5-6 figure gifts, including multi-year grants, from prospect identification through to first gift.
- Proven experience of growing income and delivering ambitious financial targets.
- Experience in producing detailed prospect research on trusts and foundations to facilitate decision making on priority applications and inform tailored cultivation.
- Experience working closely with senior stakeholders, internally and externally to develop and execute stewardship plans.
- Experience representing organisations in high profile philanthropy events.
- Experience translating (both verbally and in writing) complex technical information into easily accessible material for supporters for example writing high quality, compelling emails, proposals and reports, ideally within the international development sphere.
- Experience managing project budgets and reporting and interpreting financial information accurately.
- Knowledge and experience of Raisers Edge, or equivalent database package.
- IT literate with good understanding of Microsoft Office applications.
- Experience in contributing to the strategy and budget planning processes.
- Commitment to uphold the principles and practices in relation to equality, diversity and inclusion.

DESIRABLE

- Experience in working within the charity sector and in particular on international development related issues.
- Knowledge and experience of international funding sources, including European and Middle East trusts and foundations.
- Knowledge of working with senior leaders to maximise their involvement and support in high value fundraising

COMPETENCIES REQUIRED

- Excellent interpersonal and networking skills, with the ability to build rapport quickly.
- Strong persuasion and influencing skills
- Ability to use own initiative and take ownership, remaining adaptive and flexible when faced with setbacks and challenges.
- Proactive, enthusiastic and results driven.
- Strong attention to detail.
- Numerical and analytical skills.
- Strong organisational skills and ability to prioritise workload strategically to ensure maximum impact on individual and organisational objectives.

THE BENEFITS

You're likely to be joining us because you're as passionate about the cause as we are. But since you're here, here are some more great reasons to work with us:

- we're all about work-life balance and are flexible so you can manage work around your needs
- we'll enrol you in our pension scheme, contribute 5% to it every month and give you free Group Life Cover, if you put in at least 4%
- interest-free season ticket and personal loans (subject to eligibility)
- payroll giving scheme
- ride-to-work scheme
- private medical insurance
- free health cashback scheme, including dentist and optician appointments
- discounted gym and health club membership
- online shopping discount scheme
- annual staff recognition awards with gift voucher prizes
- employee advice line – free confidential access to financial and legal advisors
- telephone and online counselling sessions
- organisational sick pay – starting at four weeks full pay plus two weeks half pay, increasing with service
- 25 days holiday plus eight bank holidays, increasing with service after two years. You can also buy up to five extra days of annual leave each year
- enhanced maternity and paternity pay
- up to five days paid carers' leave
- up to 24 hours paid leave per year for employer-supported volunteering
- we operate an incremental pay structure. It's our policy to offer successful candidates the bottom of the advertised range. But if a candidate can demonstrate their current or most recent salary is higher, we'll increase our offer within the advertised range.

“MUNIRA WAS VERY SICK. BUT NOW, I AM SO HAPPY, SHE RUNS AROUND AND PLAYS.

“ACTION AGAINST HUNGER HAS HELPED US A LOT.”

- Medina, Somalia

