

Job description

Job title:	Trusts and Statutory Executive
Salary:	£30,000 to £32,000 per year
Contract:	Permanent
Hours:	35 hours per week
Directorate:	Development
Reports to:	Fundraising Manager, Trusts and Statutory
Direct/indirect reports:	None

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 20 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

We are supported by a wide range of charitable trusts including Paul Hamlyn Foundation, Garfield Weston, Esmée Fairbairn Foundation and Comic Relief as well as other stakeholders such as Arts Council England.

You will manage your own portfolio of funders and support the team in cultivating and stewarding high-value funder relationships to generate income for all our programmes. You will research and cultivate potential funders, ensuring they are receptive to an application to support our work, and write grant applications.

You will also work with the Fundraising Manager and Senior Fundraising Manager to support our statutory income, coordinating the tendering process and ensuring teams across the organisation know about relevant upcoming tenders and all application requirements.

Key contacts

You will work with our programmes teams to plan applications and manage relationships, as well as working with members of the senior management team, development team and finance. External contact will be frequent and at a range of levels, including the most senior, with trusts and foundations, local authorities, other third sector organisations, ambassadors, trustees and other senior advocates.

Outline of responsibilities

- Manage a portfolio of funders, including implementing stewardship plans to develop relationships with key contacts
- Research, identify and cultivate new charitable trust grant funders to build the funding pipeline
- Manage and grow our pipeline of existing charitable trusts, with a focus on increasing grant giving for our core operations
- Work with Fundraising Managers to develop core bids
- Coordinate the statutory tendering processes for both national and local Government funding, and support the team in drafting tenders
- Lead on small and medium-value funding applications and reapplications across our programmes
- Achieve income targets and ensure the sustainability of the core income stream

- Liaise with colleagues to ensure our CRM is up-to-date with application deadlines and stewardship touch points (reporting, reapplication and contractual obligations) for new and current funders

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

Person specification

Essential	Desirable
<p>A minimum of one year's experience in a fundraising role, building relationships and working collaboratively</p> <p>Working as part of a team and understanding team workflow principles</p> <p>Knowledge of effective fundraising principles, and the relationship between prospecting, cultivation, application and stewardship to secure regular and multi-annual grants</p> <p>Excellent written and spoken communications, including attention to detail and ability to write a compelling case for support</p> <p>Excellent organisation and planning</p> <p>Able to work independently, problem solve, work under pressure and manage multiple deadlines</p>	<p>Fundraising experience in a community development, education or health charity</p> <p>Income generation from statutory and/or public body sources</p> <p>Use of a customer database</p>

Summary of terms

<p>Location:</p>	<p>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.</p>
<p>Flexible working:</p>	<p>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.</p>
<p>Travel:</p>	<p>This role may require national travel. Travel expenses will be paid when incurred in line with our expenses policy.</p>
<p>Safeguarding:</p>	<p>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.</p>