

## Job Description

**Job Title:** Partnership Fundraising Manager - Trusts and Foundations

**Responsible to:** Head of Philanthropy

**Job Purpose:**

To deliver agreed budgets, targets and income through the development of a programme of Trust and Foundation grant applications and to support the wider Philanthropy Vision

To work across all of Acorns in a collaborative way to achieve maximum success for all income streams

To lead your area in line with Acorns Values

**Main Duties:**

1. Responsible for the creation and submission of bespoke applications to Trusts and Foundations for funding of Acorns hospice services. Including applications to high value and multi-year funding organisations
2. Work collaboratively alongside the other Partnership Fundraising Manager in the management and coordination of the rolling programme of monthly applications to Trusts and Foundations
3. To identify, research and respond to new Trust and Foundations opportunities adding potential supporters to the database to be included in the rolling programme of applications.
4. Actively maintain, develop and support existing relationships with grant making Trusts and Foundations to encourage long-term commitment and giving in line with Acorns stewardship goals
5. To ensure a consistent qualitative supporter journey; setting Acorns apart from other charities.
6. To follow the calendar of personalised tailored supporter communications for Trusts and Foundations including newsletters, thank you moments, and engagement opportunities to the highest standards that will motivate and inspire further support.
7. Creation of compelling reports and providing updates and feedback to Trusts and Foundations as required by their grant and gift conditions ensuring a robust process (including the management of care data requests) that delivers timely and high-quality information evidencing the impact of their funding.
8. To build good relationships and work closely with the wider Acorns teams including Care Teams, Finance, Data Team, Facilities and Marcomms to develop the most compelling case for support and/or reports for Trusts, Foundations and major donors.
9. To work with the Philanthropy team to develop and deliver engagement events to engage, motivate and inspire Trusts and Foundations.

10. To organise and attend Hospice visits and meetings with existing and potential funders, to record meetings as required.
11. To report monthly activity to the Head of Philanthropy on performance against objectives, ensuring all pipelines and work plans are populated and to demonstrate KPIs are on target.
12. To work collaboratively with the Marcomms Team to develop and utilise an ongoing bank of stories/case studies, ensuring all activities comply with appropriate legal requirements and brand guidelines and identify publicity opportunities where appropriate.
13. Attend regular meetings and Steering Groups, as required, by the Head of Philanthropy and contribute to the overall objectives of the wider fundraising team as well as those of Acorns.
14. Maintain accurate and up to date records of supporters and fundraising activities on Acorns approved systems, following the protocols for the development and stewardship model
15. To be aware of and comply with fundraising, data protection and charity legislation and best practice and ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.

#### Other Duties:

1. To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
2. To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support
3. To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
4. To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
5. To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
6. Be innovative, commit to continuous learning, researching new ideas, monitoring new technology advancements, sharing good practice across the team and colleagues
7. To carry out any other reasonable duty as requested by your line manager.


Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.



## Person Specification: Partnership Fundraising Manager - Trusts and Foundations

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>&gt; Good standard of education with minimum GCSE English and Maths (or equivalent)</li></ul>	<ul style="list-style-type: none"><li>&gt; CloF membership and qualification</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>&gt; Experience of trusts and foundation work in the Voluntary Sector</li><li>&gt; Evidence of success in putting together funding bids to trusts/foundations</li><li>&gt; Demonstrable evidence of achieving significant income budgets</li><li>&gt; Experience of conducting research, analysis of data, and developing prospect lists resulting in awards at the highest levels of giving</li><li>&gt; Experience of fundraising</li></ul>	<ul style="list-style-type: none"><li>&gt; Previous work with volunteers</li><li>&gt; Experience in other forms of high value fundraising</li><li>&gt; Experience of developing a range of events including the logistics and management of cultivation events</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>&gt; Understanding of trust and foundation fundraising techniques, methodologies, and practice and evidence of the successful application of these</li><li>&gt; Working effectively within and across teams to assist with the delivery of personal and team objectives</li><li>&gt; Possessing effective communication skills, including the ability to make a compelling case for support, communicate complex details both verbally, in writing, and on a one to one basis</li><li>&gt; Evidence of demonstrating to donors the impact of their support through a variety of means including reports, updates etc.</li><li>&gt; Analytical, evidence-based and structured approach to performing tasks</li><li>&gt; Experience of successfully organising and prioritising own workload with limited supervision and working to deadlines for multiple tasks</li><li>&gt; Excellent organisational and administrative skills</li><li>&gt; Ability to understand, exhibit and implement excellent supporter care</li><li>&gt; Committed to building good internal and external relationships, both with employees and supporters</li><li>&gt; Ability to identify when advice and guidance is needed from line manager and seeks it</li><li>&gt; Demonstrable experience of and resilience to meeting targets and KPIs</li><li>&gt; IT Skills – Word, Outlook, Excel and Power point</li><li>&gt; Ability to work independently and as part of a team</li></ul>	<ul style="list-style-type: none"><li>&gt; Creative and innovative</li><li>&gt; Donor Centred focus</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>&gt; The ability to travel independently throughout the organisation</li><li>&gt; Willingness to train and learn new skills</li><li>&gt; Ability to reflect on own performance and to take a proactive responsibility to self-development</li><li>&gt; Commitment to equal opportunities</li><li>&gt; Occasional evening/weekend work required</li><li>&gt; Ability to be flexible and cover team colleagues</li></ul>	<ul style="list-style-type: none"><li>&gt; Empathy with Acorns aims and objectives</li></ul>
<b>Behaviours</b>	<ul style="list-style-type: none"><li>&gt; Positive, enthusiastic approach &amp; can-do attitude</li><li>&gt; Curious, always seeking to understand and improve experience of customers</li><li>&gt; Open to change and continuous improvement</li><li>&gt; Innovative mindset and passionate about learning</li><li>&gt; Commitment to the Acorns strategy &amp; its success</li></ul>	

## Terms and Conditions of Employment

Three overlapping geometric shapes: a green triangle, a blue circle, and a purple square.

<b>Job Title:</b>	Partnership Fundraising Manager - Trusts and Foundations Fixed term until May 2026
<b>Responsible To:</b>	Head of Philanthropy
<b>Location:</b>	Drakes Court, Alcester Road, Wythall, Birmingham, B47 6JR  With remote working
<b>Notice:</b>	12 weeks
<b>Hours:</b>	37.5 hours per week
<b>Holidays:</b>	23 days plus statutory bank holidays
<b>Pension:</b>	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in scheme).
<b>Life Assurance:</b>	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover (if already in scheme)
All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.	