



### **Trusts and Foundations Manager**

We are looking for a Trusts and Foundations Manager to join our fundraising team at Spread a Smile, during an exciting period of growth and development as we fulfil our goal of providing our unique support to all seriously ill children and their families across the country.

The Trusts and Foundations Manager will initiate, manage and develop relationships with charitable trusts and other grant giving bodies, building our pipeline of support and delivering a

successful rolling programme of applications to enable us to meet income targets. The post holder will review and develop our current strategy and maximise funding opportunities and projects with the aim to deliver four, five and six figure donations from trusts and foundations.

The post holder will report to the Head of Fundraising, as part of a busy and energetic fundraising team, working with colleagues across the organisation including those in service delivery.

You will be brilliantly organised, having had experience in a similar role in at least one other charity with a proven track record of successfully raising funds from trusts and foundations and you will be used to using a fundraising database as the backbone of your work. You will be willing to go the extra mile and deliver innovative and creative funding proposals and be willing to interact with a wide range of people.

#### **Key responsibilities:**

- Manage the development of Spread a Smile's trusts & foundations portfolio
- Research and identify sources of grant-funding, including via funds online/ factory research/ charity commission website and other sources. Support volunteers to assist with research.
- Strategically plan fundraising activity with support from the Head of Fundraising, with a focus on long term, multi-year partnerships where possible.
- Support Chief Executive, Head of Fundraising and trustees to cultivate and secure high-level partnerships
- Write engaging, creative and innovative funding proposals, aimed at all different funding levels
- Initiate, manage and develop relationships with charitable trusts and other grant giving bodies.
- Ensure all funder reporting requirements are met, including writing reports, working closely with operations and communications teams to gather relevant data/project feedback.
- Feed into annual budget plans, monitor progress and income on an ongoing basis, and prepare quarterly trustee reports.
- Keep income tracker and fundraising database regularly updated.
- Oversee scheduled mailings to trust and foundation contacts including annual report and impact report.
- Supporting Events Manager with relevant events for trusts and foundations donors.
- Support the Head of Fundraising and the wider team with any other organisational tasks as required.
- Keep across external fundraising developments and networks.

- Attend fundraising and challenge events as and when required, some of which may be outside of working hours.

#### **Skills & experience:**

- At least two years' fundraising experience in Trusts and Foundations, ideally within a fast-paced charity fundraising team.
- Strong track record of meeting fundraising targets, writing proposals/reports, delivering on projects and effective relationship building.
- Excellent written and oral communication skills.
- Confident at networking and engaging with stakeholders at all levels.
- Able to deliver high quality presentations to external stakeholders and partners.
- Great interpersonal and teamwork skills, with the ability to work across the team and deliver on shared projects.
- Positive, communicative and proactive approach to work and problem-solving.
- High standards of self-motivation and professionalism.
- Strong attention to detail with the ability to manage a diverse workload in a fast-paced environment.
- Strong IT skills with experience of working with a CRM database.
- Experience of developing and managing fundraising and project budgets.

#### **The role:**

- This role is full time, 37.5 hours per week. We require a minimum of three days in the office in London N5 on Monday, Tuesday and Thursday. The role is being advertised as full-time but we would also consider someone working 4 days per week.
- Salary of £35,000 - £45,000, depending on experience
- 25 days holiday plus bank holidays and additional days off over Christmas
- Core office hours are 9am - 5pm

#### **How to apply:**

- Please send your CV and a supporting statement to Simone Herman, [simone@spreadasmile.org](mailto:simone@spreadasmile.org)
- Closing date for applications is Wednesday 31 January at midnight but we reserve the right to close applications earlier if we successfully fill the role.