

Cruse Bereavement Care

Job Description and Person Specification

Job Title:	Trust and Foundations Manager
Location:	Central Office, Richmond upon Thames (flexible working)
Responsible to:	Head of Fundraising and Income Generation
Hours:	35 hours per week
Salary:	35,000 per annum

JOB DESCRIPTION

Purpose of the Post

This is an exciting time at Cruse Bereavement Care, with our new strategy '*Bereaved People First*', the charity is under-going significant transformation. This role is essential for the delivery of the strategy and the well-being of bereaved people across the country.

Leading the newly formed Trust Fundraising team, you be responsible for building and implementing the strategy which will maximise financial support from charitable trusts and foundations both locally and nationally. You will be an excellent relationship builder, with a passion for generating income from new and engaged funders.

Key responsibilities and duties

- Deliver and support the implementation of Cruse Bereavement Care's strategy '*Bereaved People First*' by securing long-term income and growth.
- Develop and implement a robust strategy for increasing income to fund the charity's services and core costs.
- Line manage the Trust Fundraising Officer, ensuring that they are motivated and delivering to target.
- Along-side the Trust Fundraising Officer, create an ambitious and wide-reaching pipeline of grant making organisations.
- Proactively identify and research new trusts / grant makers by using a range of on-line resources and publications.
- Build personalised relationships with trusts and grant making bodies, to increase long-term engagement with the charity, to maximise and retain donations.
- Actively build relationships and work collaboratively with Cruse Hub Managers and Areas, to identify areas and projects which require increased funding and act accordingly.
- Maintain an accurate record of grants applied to and income received, ensuring information is accurate and kept up-to-date.
- Prepare and deliver a year-round portfolio of funding applications, progress reports and any other communications for trusts and grants, including relevant partnership agreements, ensuring application deadlines are met.

- Build and deliver an excellent communications programme, resulting in long-standing relationships with key contacts in trusts and foundations.
- Create clear, compelling and persuasive applications/proposals to win both national and local support for the charity.
- Provide detailed monthly reports Head of Fundraising and Income Generation, to include both income received and applications pipeline.
- Confidently represent the organisation to potential and existing funders.
- Work strategically to target applications and submit the appropriate volume to ensure income is to target.
- Regularly attend networking events.

PERSON SPECIFICATION

Experience

- Minimum four years professional experience successfully approaching grant making entities
- Experience of building and delivering sustainable growth in income from trusts and foundations
- Proven ability to form good working relationships, both internally and externally at all levels
- Proven track record of working towards and exceeding income targets
- Experience of working both individually and within a team to drive and deliver multiple projects
- Ability to work on own initiative and to meet objectives and tight deadlines
- Experience of contributing to / delivering presentations in bid making processes
- Experience of securing major grants
- Experience of preparing, manipulating and presenting budgets and forecasts as well as a working knowledge of charitable financial accounts and presenting budgets and working knowledge of charitable financial accounts

Knowledge

- Up to date and current grant making trends
- Understanding of the impact of bereavement on people's lives and knowledge of the sector

Skills

- Excellent written and verbal communication skills, including copywriting and proof-reading
- Excellent organisational skills and ability to work to deadlines and re-prioritise workload
- Operational flexibility and able to work on own initiative
- Strong communication skills, oral and written
- Strong IT skills, including Outlook, Excel, Word, Powerpoint and databases

Education and training

- Educated to degree level or equivalent job-related experience

Personal attributes

- Flexible, hardworking and motivated
- Ambitious, innovative, target driven, self-motivated and enthusiastic
- Ability to work weekends and evenings if required
- Willingness to be flexible and help in any task that furthers the aims of
- Ability to function well in an environment where bereavement issues are constantly under discussion

Commitment

- Commitment to Cruse Bereavement Care's mission, visions and values
- Commitment to equality of opportunity and diversity