**Job Description: Trust Fundraising Manager**

1. **About the Connection at St Martin’s - Being with people at the heart and on the edge**

The Connection at St Martin’s exists to be with people as they recover from life on the streets and move on to meaningful, fulfilling futures.We work with people, not for them, and put every individual person at the centre of their recovery.

The Connection at St. Martin’s tackles rough sleeping by:

* providing services designed to help people to recognise their own strengths, recover from crisis and move away from the streets for good;
* collaborating with others to achieve this – a person’s rough sleeping situation is rarely addressed by one agency working alone;
* Sharing our learning with others, to deepen our own understanding and create a more socially just society for those on the margins not just in London, but other parts of the UK and the world.

Situated in the heart of Westminster, we work closely with local and national Trusts and Foundations. Trust fundraising is an area of our income which we are looking to expand and develop. Our supporters are generous, innovative and enthusiastic, and keen to build closer and more meaningful relationships with our organisation.

1. **About the role**

The Trust Fundraising Manager role is a six month post to cover the absence of the current post holder and support the development of our new business strategy. As part of an ambitious and forward-thinking Fundraising & Communications team, which is in the process of going through a period of growth as part of the implementation of a four-year strategy, you will be working closely with the team to integrate high value gifts. In the last year income from Fundraising increased by 39%, we are looking for someone who can contribute to the continuation of this impressive growth trajectory.

This post holder will deliver The Connection at St Martin’s Trust Fundraising programme– maintaining existing and identifying opportunities for new relationships, with an emphasis on securing multi-year funding. They will work in conjunction with the Head of Fundraising Development to develop action plans for this important function, and will lead on the implementation of all activities.

This role requires someone with a strong track record in Trust Fundraising, with a solutions-focussed mind-set. They will need experience in translating sector best practice into action, and be excited at the prospect of innovating and pursuing new, forward thinking Trust Fundraising opportunities for the organisation.

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| **Responsible to:** | Line Manager: Head of Fundraising Development |
| **Responsible for:** | Volunteers as agreed with Head of Fundraising Development |
| **Job Purpose:** | * Oversee The Connection at St Martin’s Trust Fundraising income stream, developing and delivering action plans to improve stewardship, and assess and implement growth with current and lapsed funders. * Identify new opportunities for growth and develop strategic action plan to attract and secure new prospects and funders. * Develop a portfolio of funding propositions, including multi-year with Trusts, working closely with the Head of Fundraising Development and service team members to develop a strong case for support, ensuring stability for this funding stream. * Work in support of the wider Fundraising & Communications Team as required, particularly other High Value income streams to develop joined up approaches. * Ensure compliance with regulation and best practice standards in the field of Trust Fundraising. |
| **Salary** | Scale Point 26-29, £34,164 - £36,623, pro rata |
| **Contract:** | Full Time, Fixed term six months (flexible and part-time hours will be considered for the right candidate) |

**3. Responsibilities**

1. Oversee The Connection at St Martin’s Trust Fundraising income stream, developing and delivery action plans to improve stewardship, and asses and implement growth with current and lapsed donors.

* Develop existing relationships to maintain support and where possible increase value, by providing excellent stewardship and working to understand the needs of each funder, and our synergy with them.
* Develop and implement annual action plans to take the Trust Fundraising work of the organisation forwards.
* Work closely with the Head of Fundraising Development, Partnerships Manager and Major Donor Manager to define the crossover between Trusts, Corporate Foundations and individuals and develop clear processes for managing relationships between areas.

1. Identify new opportunities for growth and develop strategic action plan to attract and secure new prospects and funders.

* Identify new prospective funders to maintain pipeline of approaches throughout the year.
* Oversee and support training and recruitment of prospect research volunteer.
* Using current funders, analyse funder behaviours to create targeted and individualised approaches.
* Work closely with Major Donor and Partnerships Managers to map networks and identify cultivation opportunities.

1. Develop a portfolio of funding propositions, including multi-year with Trusts, working closely with the Head of Fundraising Development and service team members to develop a strong case for support, ensuring stability for this funding stream.

* Work closely with relevant colleagues to identify strong, multi-year cases for support
* Identify relevant funders, whose criteria we meet, and who we can realistically expect to engage with our work
* Work closely with the service team to submit strong applications and reports to funders by deadlines.
* With the Head of Fundraising Development contribute to the development of the new monitoring, evaluation and impact framework.

1. Provide the service team with the relevant training and support to produce narrative and data content for bids submitted by the fundraising team, and to develop their own bids for additional projects.
   * Work closely with the Head of Fundraising Development to identify the training and support needs of service team members
   * Where appropriate, deliver training or 1:1 support with relevant individuals, to enable them to develop strong content, narrative and reporting around their area of work.
   * Provide clarity to the Data, Monitoring and Evaluation team about application and reporting deadlines and funder requirements.
2. Ensure compliance with regulation and best practice standards in the field of Trust Fundraising.

* Adhere to the Fundraising Regulator’s Code of Fundraising Practice, Charity Law, Health & Safety Law, the General Data Protection Act and other relevant legislative requirements
* Maintain an up to date knowledge of any changes in law or best practice guidance which affect Trust Fundraising, updating our policies and procedures accordingly.

1. Work in support of the wider Fundraising & Communications Team as required

* Act as a supportive and collaborative colleague, working in conjunction with others as and when necessary, providing occasional capacity to other areas in moments of pressure.
* Attend 1:1 meetings, team meetings and other meetings as required
* Incorporate organisational values, such as collaborative and inclusive, into all areas of work. This includes but is not limited to the co-production of activities with clients wherever practicable
* Undertake any other duties that may be reasonably required.

**3.1**

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

**4. Person Specification**

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| **Knowledge and Experience** |
| A successful track record in initiating, developing and managing relationships with a variety of Trusts, including multi-year funders, of at least £30,000 p/a value each |
| Very strong experience in building individually tailored fundraising relationships with Trusts |
| Experience of developing and implementing ambitious action plans |
| Demonstrable understanding of best practice in Trust Fundraising |
| A strong understanding of Trust Fundraising best practice and funder expectations |
| Experience of writing, designing and presenting compelling cases for fundraising support |
| Experience of raising in excess of £100,000 a year through Fundraising activities |
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| **Skills and Attributes** |
| The ability to identify and mitigate risks associated with Trust Fundraising |
| Very strong written and verbal communication skills, including the ability to communicate with a range of audiences and to present information in an engaging way |
| Strong research and analytical skills to identify and develop new opportunities |
| The ability to use persuasive language to build a case for support |
| A solutions-focussed outlook. |
| The ability to work pragmatically and constructively with colleagues and funders |
| The ability to work independently using own initiative, taking responsibility for own performance standards and working requirements. |
| The ability to manage time and prioritise workload effectively. |
| The ability and willingness to work flexible hours on occasion. |
| The ability to participate in CSTM’s common systems, policies, procedures and written materials. |
| The ability to demonstrate imagination, initiative and flexibility in problem solving in an environment of change. |