

## Job Description

<b>Job Title</b>	<b>Grade/Salary</b>
Grants & Trusts Manager	£28,000-£35,500
<b>Accountable to</b>	<b>Responsible for</b>
Director of Income Generation	N/A

### Job Purpose and Role

The Grants and Trusts Manager will be responsible for generating income from existing and potential charitable trusts & foundations.

Initiative, creativity, excellent organisation and writing skills are required, together with the ability to develop persuasive proposals and nurture effective relationships with key funders.

### Main Duties and key result areas

Individual/Team	<ul style="list-style-type: none"> <li>To create and submit compelling and bespoke funding proposals/applications to charitable trusts/foundations in line with the Fundraising Strategy.</li> <li>To successfully manage and develop a portfolio of existing Teesside Hospice supporters (including thanking, reporting and identifying upsell opportunities) to ensure long-lasting relationships and repetition of grants.</li> <li>Undertake prospect research, qualifying suitable new funders for approach.</li> <li>Prepare and write regular progress reports for funders as appropriate.</li> <li>To contribute to and help achieve the agreed trusts and grants objectives (through meeting attendance, personal KPI management, 121's/appraisals, planning, and budget re-forecasting).</li> <li>Forward any identified opportunities on for other teams.</li> <li>Working with nominated experts within the care teams to maximise input and report back to other fundraisers at team meetings where appropriate.</li> <li>Monitor and review income from trusts and grants, analysing projects and developing action plans for remedial action as needed.</li> <li>Establish, lead and manage the communications and development pipeline with the care teams.</li> <li>To establish and develop a Grants &amp; Trusts Programme working with the finance teams to enhance and develop robust trust management processes</li> <li>Develop a stewardship programme for trusts that includes tours and other networking events.</li> <li>Understand and extrapolate complex budgetary information to secure a balance of restricted and unrestricted income across a range of projects.</li> <li>Provide regular verbal and written reports on trends, forecasts and key developments within portfolio.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Keep informed of any legislative or regulatory changes which impact on trust, fundraising, taking effective action when necessary.</li> <li>• Ensure knowledge of GDPR and charity regulation remains up to date especially how it relates to trust fundraising, ensuring work is within the legal framework</li> <li>• Support other fundraising teams as and when possible/required.</li> <li>• Keep up to date with Teesside Hospice work, key priorities, and future plans, to effectively match with supporters' interests and identify opportunities for support.</li> <li>• To undertake any other reasonable duties, as required by the Director of Income Generation.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Ensure all data related to both existing funders and prospects is kept up to date using Raisers Edge database.</li> <li>• Maintain accurate records, both digitally and paper based to ensure consistency and accuracy in a timely manner. Maintain files and documents, archiving duplication and unnecessary files, where appropriate.</li> </ul>
Supporter Care	<ul style="list-style-type: none"> <li>• Manage stewardship of grants/trust supporters including thank you letters and responses to queries.</li> <li>• Respond to all queries and requests in a timely manner.</li> </ul>

### Delivering to our Values

#### Accountable

- Able to justify actions or decisions
- Takes personal responsibility for their actions
- Able to describe the impact of their work in a way others understand
- Welcomes feedback as an opportunity to grow and develop

#### Trustworthy

- Working collaboratively with beneficiaries, colleagues, partners and supporters
- Being authentic and transparent
- Trusted to respond to needs and deliver what is expected of us
- Projecting a professional image that engenders trust

#### Principled

- To adhere to professional and clinical standards
- Maintain appropriate boundaries and relationships which are built on trust and honesty
- Avoid and speak out against any actions, or behaviours, that conflict with our values or could cause harm to any stakeholders
- Demonstrate strong moral principles which embody Teesside Hospice's vision and bring our values to life
- Do the right thing even in difficult situations, and always endeavour to work effectively and efficiently to maximise results and service

#### Skilled

- Having and showing the knowledge, ability or training to work well
  - Seeking opportunities to learn from a wide range of sources
  - Contributing to the provision of excellent, safe and effective care no matter what your role is in the organisation
- Ensuring that the treatment, support and services we offer are effective

#### Compassionate

- *Feeling or showing kindness and concern for others*
- *Able to empathise with people who dealing with a terminal illness*
- *Being kind in use of language and behaviour*
- *Caring for others who need our support and help*

### All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is perused through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures

- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Respect privacy and dignity at all times.

The duties outlined in within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the Head of Service. Teesside Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

**Signed** ..... **Date** .....

**Print name** .....

## Person Specification

Attribute	Detail	Essential or Desirable
<b>Skills &amp; Abilities</b>	Strong planning and organisational skills and an ability to manage a demanding workload with a flexible and collaborative approach	<b>E</b>
	Ability to build relationships with stakeholders	<b>E</b>
	Ability to write clear and precise funding applications	<b>E</b>
	Ability to develop a full understanding of the organisational needs and facilitate the appropriate funding projects	<b>E</b>
	Presentation skills and confidence to deliver talks and presentations to the public	<b>E</b>
	Ability to work to tight deadlines, under pressure and in a busy environment	<b>E</b>
	Act in a professional manner and able to deal with people at all levels within the organisation.	<b>E</b>
	Excellent IT & digital skills	<b>E</b>
<b>Knowledge &amp; Experience</b>	Demonstrable experience of securing consistent five or six figure sums from grant applications	<b>E</b>
	Excellent knowledge of the principles of grants & Trusts fundraising	<b>E</b>
	Demonstrate experience of working in trusts & Grants fundraising sector.	<b>E</b>
	Extensive research experience	<b>E</b>
	Understanding of charity legislation	<b>E</b>
	Knowledge of sector codes of practice in relation to Trusts & Grants fundraising	<b>E</b>
	Experience of using a Customer Relations Management/Database system	<b>D</b>
	Experience of working in Hospice sector	<b>D</b>
Knowledge of UK Grants & Trusts Market	<b>D</b>	
<b>Education &amp; Qualifications</b>	Excellent standard of education/literacy/numeracy	<b>E</b>
	Institute of fundraising qualification	<b>D</b>
<b>Personal Attributes/ Key skills</b>	Self-motivated	<b>E</b>
	Driven by a charity mission	<b>E</b>
	The ability to multi-task and prioritise whilst working to tight deadlines	<b>E</b>
	Be flexible, adaptable, proactive, positive and enthusiastic	<b>E</b>
	Strong communication and negotiation skills both written and verbal	<b>E</b>
	Attention to detail	<b>E</b>
	Ability to work with minimal supervision, taking responsibility for your own work.	<b>E</b>
<b>Other</b>	An understanding of, and empathy for, the work of Teesside Hospice	<b>D</b>
	Committed to equal opportunities and inclusion	<b>E</b>
	Committed to continued professional development	<b>E</b>