Job Description – Trust Manager

(Maternity cover)

The Trust Manager is a member of a dynamic and award-winning team of committed and passionate individuals working together to raise the profile of Challengers and maximise revenue and capital funding in support of play and leisure opportunities for disabled children, young people and young adults.

The purpose of this role is to foster, facilitate and steward the growth in revenue funding for trusts, foundations and grant-giving bodies in support of Challengers. You'll be working across the organisation to bid for funding projects, managing a small team. You will champion Challengers values of inclusivity, playfulness, trustworthiness, ambition and accountable.

**Reporting to:** Head of Fundraising and Communications

**Accountable to:** Head of Fundraising and Communications, Chief Executive Officer

**Accountable for:** Trust Fundraising Officer

**What we offer**

* £26,000 to £30,000 per annum (dependent on experience)
* Maternity contract
* Location: Guildford Office with travel to other sites
* Hours: Full Time (35 Hours per week, Monday to Friday)
* Flexible working environment with agile working policy in place
* 24 days annual leave, including 4 days for extended Christmas break (annual leave increases with service)
* Regular training opportunities, NEST Pension, Health Care Cash Plan available, free parking and DBS.

**Duties and responsibilities**

1. Responsible for researching and identifying funding opportunities, setting out an ambitious but achievable pipeline for trusts, foundations and grant-giving bodies.
2. Maintain a good knowledge and understanding of the aims and objectives of trusts, foundations, grant funding bodies and major donors to help target approaches to these organisations promptly.
3. Deliver funding proposals and applications for existing and new projects including creating budgets, ensuring that Challengers brand is used effectively, represented correctly and presented in line with current policies and vision.
4. Ensure that the monitoring, preparation and submission of required evaluation forms and progress reports meet deadlines and adhere to the terms and conditions of the funding given.
5. Work with the Trust Fundraising Officer to obtain grants from Local Councillors allocations by applying for suitable projects in their local areas and monitoring, preparing and submitting evaluation and progress forms to satisfy funders’ requirements.
6. Manage existing funders relationships, as well as identifying, cultivating and securing funding relationships with new supporters.
7. Maintain clear records of all contacts, activities and funds raised on the Challengers database and produce reports as and when required by the Head of Fundraising and Communications.
8. Support in the whole team approach of Crowdfunding campaigns, utilising the knowledge of Challengers individual givers and supporter engagement.
9. Represent the charity to foster existing and cultivating new relationships through great stewardship by providing presentations, meetings, centre tours and other functions to promote the work of Challengers and advocating for The Challengers Approach which is based on the Social Model of Disability.
10. Maintain a safe working environment following the Challengers health & safety and related policies.
11. Any other duties, including event attendance, shall from time to time be required by the Head of Fundraising or the Chief Executive.

The purpose of this job description is to focus attention on the most important task within the role. It is not designed to be a complete list of tasks. It is expected that the day-to-day performance of the role will include additional tasks which may not be listed above.

## **Personal Specification**

## Essential

1. A team player who embodies Challengers’ values – Inclusive, Playful, Trustworthy, Ambitious and Accountable
2. Experience in managing Trust income stream.
3. Results-orientated with evidence of achieving targets and delivery against ambitious funding plans, across diverse funding streams. Experience in establishing and cultivating strong donor relationships that have delivered substantially increased income, demonstrating evidence of bringing in five to six-figure gifts including multi-year funding opportunities.
4. Strong written and verbal communication skills: persuasive and influential; diplomatic; effectively builds rapport with individuals and groups; presents information accessibly and in a format appropriate to the audience.
5. Highly developed interpersonal skills: able to build and manage relationships and network effectively; promotes a collaborative team environment; resolves conflict and represents alternative points of view.
6. Able to use Microsoft packages including Word, Excel and Outlook amongst others, as well as experience of using a database.
7. An ability to relate to a range of people, including potential donors, disabled children and their parents and carers, the media, colleagues, a range of charitable trusts and the general public.
8. Analytical clear thinking and the ability to prioritise tasks, apply common sense and sound judgement.
9. An ability to work on their projects as well as work as a team member.
10. An understanding of the Social Model of Disability and a commitment to deliver programmes to this ethos.

Desirable

1. Experience in working with the senior leadership team on strategic direction.
2. Analytical understanding of funding plans, budgets and forecasts, an ability to review financial information and relate this to strategic decisions.
3. Transferable fundraising experience.
4. Flexibility to work outside conventional office hours when required.
5. Experience or understanding of the issues facing disabled children and young people, their families and carers and of issues surrounding social exclusion.

**Application process**

To apply for the role please fill in the online application form and if you have any questions about the role please email Head of Fundraising and Communications, Carla Gill at carlagill@disability-challengers.org We will be taking applicants on a rolling basis and will start to interview as applications come in.

