

Job Title (Location)	Trusts & Statutory Manager – Maternity Cover (Glasgow)
Salary and Band	Band 6 – Salary range £30,417 - £40,736 DOE
Annual Leave	27 days plus 9 Bank Holidays for full-time hours
Reports to	Head of Trusts
Direct Reports	

About Maggie's

We provide free cancer support and information in our specially designed centres across the UK and online. Working alongside NHS hospitals, Maggie's centres are staffed by expert Cancer Support Specialists, Psychologists and Benefits Advisors, helping people to take back control when cancer turns life upside down.

Our long-term ambition is to be there for everyone with cancer in the UK at all 60 cancer centre sites. Our aim is to ensure that there is no-one living with cancer who is unable to access the expert psychological and information support that they so desperately need to live the best quality of life possible. The next five years brings us over the halfway mark to achieving this goal.

About the Post Holder

You will be educated to degree level with at least two years' experience of trusts fundraising and the ability to demonstrate success. Your written skills will be excellent. You will be well-organised with the ability to remain focused within a dynamic environment. You will have excellent team working skills as well as the ability to work on your own. You will have a demonstrable ability to raise large capital funds on a project basis, and have both a professional telephone manner and approach to your work. You will be a strong communicator who can build strong and effective relationships with colleagues and external contacts, with the ability to talk to people from all backgrounds.

About the Role

Maggie's raises funds from a variety of sources including grant-making trusts and foundations in the UK and overseas, the National Lottery Communities Fund and statutory grant givers, and individual major donors, for both capital and revenue projects. The post holder will have an excellent knowledge of the trusts, foundations and grants market in the UK and a voracious appetite to seek out new funding opportunities. They will be an integral part of the trusts team within the fundraising function at Maggie's and will provide high quality applications, bids, reports, budgets and supporting documents for a diverse range of audiences including existing and new grant makers. The post holder will also have responsibility for stewarding and developing relationships in order to encourage repeat and multi-year agreements.

Key Responsibilities

- Effectively deliver an increase in trust income according to annual budgets and activity plans
- Work collaboratively and support centre fundraising, partnership and major gifts colleagues to identify local and national trust opportunities and to help support existing relationships
- Initiate and manage funding relationships with national and regional grant-making bodies, e.g. the Big Lottery Fund, liaising with the Head of Trusts on this
- Identify and research potential trust funders for revenue needs as well as current and forthcoming capital campaigns, and keep abreast of news about funding opportunities/income streams from charitable trusts, other grant givers and statutory funders

- Prepare and submit high quality leadership led proposals and supporting materials to potential donors, as agreed with the Head of Trusts and Director of Fundraising
- Establish contact with grant-making staff and trustees to engage them directly in support of funding applications, and to take part in assessments/interviews as required
- Develop and sustain relationships with existing and potential charitable trusts and statutory funders
- Contribute to the trust team's ability to identify the most impactful outcome from approaches based on organisational needs and local, regional, and national relationships.
- Work with the Head of Trusts to agree annual work plans and income / expenditure plans
- Draft detailed project budgets for external audiences, and prepare and submit financial reports as part of the process or donor stewardship
- Liaise with centre staff to discuss at an early stage any plans for packaging programme elements for funders to ensure that delivery of funded activity is manageable in the centres
- Responsible for research to identify potential new donors and to map out a solicitation plan designed to maximise the support of those donors.
- Contribute to case for support materials for existing centres, extensions and new centres
- Draft and write compelling case for support materials for projects and programme elements – and share them with the trusts team
- Liaise with senior staff in the development of applications and reports, to obtain, understand and present relevant project information and management information
- Contribute to evaluation and audit of fundraising activity as required
- Responsible for updating all key worked records and solicitations, effectively and on time
- Attend trust team meetings on a quarterly basis

Essential skills and experience

- Educated to degree level or equivalent qualification
- At least two years' experience of trusts fundraising and ability to demonstrate success
- A keen eye for details, possess good grammar and has a fluid and accessible written style which complements the language used within Maggie's and our publications
- Excellent communication skills
- Display initiative and drive. Your approach will be determined, professional, friendly and resourceful and you will be able to adapt to a spectrum of situations and people
- Ability to understand and communicate the ethos and philosophy on which Maggie's is founded
- Excellent organisational and administrative abilities
- Ability to travel throughout the UK and work non-standard and unsocial hours as required