

Job Description

Title	Trust & Foundations Manager
Line Manager	Fundraising Manager
Line Manages	No line management. Can supervise volunteers
Salary	Band 5 £30,189 - £35,317
Location	Calman Centre, 75 Shelley Road, Glasgow, G12 0ZE (Hybrid working available for discussion)
Contract	Permanent
Hours	35 hours per week
Annual Leave	35 days leave per year inc bank holidays
Budgetary responsibility and accountability	Working as part of the Fundraising Team to deliver an overall team target of circa £600K per annum. Responsibility for personal target for Trusts and Foundations.

About Cancer Support Scotland:

For more than forty years, Cancer Support Scotland have helped people **live well with cancer**. Our purpose has always been to improve the wellbeing of those affected by cancer.

We are here for anyone affected by cancer, whether they are a person with cancer, a carer or loved one. Our wellbeing services range from professional one-to-one and digital counselling, stress management, 'HereForYou' phone calls and self-help tools, to simply offering a tranquil place to collect your thoughts with a cup of tea.

In the last year Cancer Support Scotland has offered over **7,000** appointments and demand for our services is continuing to rise.

Our Values:



Founded by former Chief Medical Officer and Oncologist, Professor Sir Kenneth Calman, we remain a strong values-based organisation.

We will put people affected by cancer at the heart of what we do. Take care of the wellbeing of those affected by cancer. Treat everyone with kindness and respect and ensure professionalism and excellence.

The Post:

In this role you will effectively lead, deliver and grow a robust pipeline of Trust & Foundations income. You will lead in the development of a Trust & Foundations fundraising strategy that engages, retains, and reactivates funders and deliver a best-in-class stewardship experience. You will use relationship building and strategic planning to increase and secure multi-year funding for Cancer Support Scotland.

You will manage all Trusts and Foundations applications; via tailored approaches and relationship building, you will also be responsible for report writing and keeping funders up to date of the impact of their gifts via bespoke Case Studies and hosting visits at our centre. You will report to the Fundraising Manager and together build a first-class journey for all key funders to secure vital income for the organisation now and in the future.

Key elements of the role:

We are seeking a detail-oriented, proactive, and personable Trust & Foundations Manager to join our team.

The Trust & Foundations Manager will have a proven track record of securing significant gifts from trusts & foundations; a high level of experience in researching and identifying new funding opportunities; and excellent written and oral communication skills in dealing with internal and external stakeholders.

Overseeing all grant applications, the Trust & Foundations Manager will manage a vast portfolio of donors and ensure the dynamic delivery of a successful grants strategy.

Key Responsibilities

Trusts & Foundations

- To deliver a diverse trust fundraising portfolio to reach annual income targets
- To effectively manage a trust & foundations pipeline; continually reaching and identifying new opportunities for funding
- To develop a high calibre of persuasive applications to trusts, foundations and other sources
- To research, apply and plan funding applications to meet budgeted monthly income targets
- Build and create strong Cases for Support to engage new and existing relationships

- Build and retain strong relationships with potential and existing funders including People's Postcode Lottery Trust & The National Lottery Community Fund and encourage multiyear and repeat funding
- To develop a Trust & Foundations Strategy and actively monitor progress for this
- To work collaboratively across the organisation to scope and define projects

Reporting & Data Management

- To ensure day to day operations such as income monitoring, evaluating and reporting are carried out to a high standard.
- To ensure all records within database are kept up to date and consistent
- To fulfil all grant monitoring requirements from funders such as end of grant reports and evaluations
- Use insight and analysis from previous applications to focus and develop the correct approaches with outputs of increased value and longevity.
- Contribute to monthly income report and quarterly reporting for The Board.
- Ensure donations are allocated correctly and promptly thanked.
- Collaborate with Finance team to ensure timely allocation and processing of all awarded income.
- Provide in depth analysis of all applications, including income forecasting to ensure a secure income stream.
- Work with the Fundraising Manager to report on the agreed KPIs.
- Manage data for all Trust and Foundation applications from a wide range of sources across the organisation.

General Responsibilities

- Adhere to highest standards of Fundraising Practise.
- Ensure all activity complies with GDPR legislation.
- To attend internal and external meetings representing Cancer Support Scotland as required.
- To attend occasional out of hours' meetings or events.
- Work effectively and collaboratively with colleagues across departments
- Keep up to date with changes to tax implications & legislation around charitable giving.
- To operate within the policies and procedures set out by the organisation.
- To provide support to volunteers and assist with training, as required.

Personal Specification

	Essential (E) / Desirable (D)	Assessment Method
Qualifications	<ul style="list-style-type: none"> • Evidence of continuing professional development (E) • Full Clean Driving Licence (D) 	<ul style="list-style-type: none"> • Application
Experience	<ul style="list-style-type: none"> • Experience of working in a fundraising environment (E) 	<ul style="list-style-type: none"> • Application • Interview

	<ul style="list-style-type: none"> • Experience of using online content management systems and fundraising related Customer Relationship Management Systems (E) • Experience of meeting and measuring key performance indicators to meet and exceed income targets. (E) • Experience of donor engagement and stewardship (E) • Experience of developing compelling and persuasive applications / case for support (E) • Experience of working effectively in a team and leading on own initiative (E) • Experience of working collaboratively to gather information and develop proposals accordingly (D) 	
Skills	<ul style="list-style-type: none"> • Excellent organisational skills, including ability to manage multiple tasks and projects and meet tight multiple deadlines (E) • Excellent written, oral and social media communication skills (E) • Ability to work on own initiative and to meet deadlines (E) • Ability to problem solve and find creative solutions (E) • Attention to detail and to seek the highest standards (E) • High level of negotiation & persuasion skills (E) • Knowledge of regulations related to trust / foundations fundraising (D) • Ability to distil large amounts of information into concise yet effective explanations • Understanding of the Scottish funding landscape (E) • Effective research and analytical skills (E) • Ability to match prospective funders with 'best fit' projects or services across the organisation (D) 	<ul style="list-style-type: none"> • Application • Interview

Benefits

- Access to learning and development opportunities
- Supportive sick leave policy
- Mental Health Benefits: access to supervision for all staff
- 35 Days Annual Leave
- Flexible Working

Requirements of this role are;

- PVG Check (Paid for by Cancer Support Scotland)
- Two Professional references
- 6 Month probationary period
- Participation in all staff training & meetings
- Requirement to wear relevant PPE and adhere to social distancing guidelines as appropriate and in line with guidance from the Scottish Government.
- Adhere to all of Cancer Support Scotland's guidance, policies and procedures.

This job profile is not exhaustive. The duties of the post holder may be reviewed from time to time and the employee may be called upon to work in other locations out of hours by Cancer Support Scotland.

How to apply

You can apply by submitting a tailored covering letter and two-page C.V to: recruitment@cancersupportscotland.org by 12noon on Wednesday 30th November 2022 with interviews being held in person at The Calman Centre on Tuesday 6th December 2022.