

# Job Description

## Trusts and Foundations Manager

<b>Reports to:</b>	Director of Fundraising and Communications
<b>Hours:</b>	35 hours per week
<b>Location:</b>	40-44 Eglantine Avenue, Belfast / Hybrid
<b>Campaign Service/Cause:</b>	Fundraising and Communications
<b>Remuneration:</b>	£35,411 - £38,296

## Overall Purpose of Post

As Trusts and Foundations Manager, you'll be working within a highly motivated Fundraising and Communications team, contributing to ambitious targets and objectives to ensure the long-term sustainability of Cancer Focus Northern Ireland

This is an exciting new opportunity to coincide with the launch of the charity's five-year strategy that will see a new patient-centred care approach by bringing together existing specialist cancer support services operating in local communities under a series of fit-for-purpose regional Cancer Support Centres throughout Northern Ireland, with the first one opening in Enniskillen in early 2025. We have an ambitious fundraising campaign including major capital appeals for future Centre sites over the next few years.

You will work across the organisation, including the charity's Board of Trustees, to develop relationships and funding applications to trusts and foundations. You will help foster a culture of philanthropy and partnerships across the organisation, with the support of the Senior Management Team and CEO.

You will manage a small team to develop strong relationships with key trust and foundation funders, with a focus on proactively seeking opportunities to diversify the portfolio, while identifying and cultivating new opportunities. You'll lead on the development and writing of inspiring bids and evidence-based impact reports through excellent collaboration internally and externally ensuring income targets are met.

## Key Responsibilities

### Fundraising

- Work alongside the Director of Fundraising and Communications to develop a medium to long-term fundraising strategy for developing sustainable support from existing and potential trusts and foundations including grant makers, lottery and statutory funders
- Proactively identify and research new and pipeline trust and foundation fundraising opportunities and progress them to application stage in order to contribute to the fundraising target
- Build long-term relationships with new and prospect trusts and foundations, including attendance at events, regular update calls/comms and direct face-to-face engagement
- Manage a portfolio of trusts and foundations and develop appropriate and customised cultivation plans, stewardship plans and strategies for each one
- Carry out appropriate due diligence on all prospective trusts and foundations
- Produce high quality applications for up to five or six-figures including detailed budgets, working in close collaboration with our Services team, Finance team and CEO
- Monitor and manage agreed income targets and expenditure budgets and produce regular reports for the Director of Fundraising and Communications and Senior Management Team

### Account Management

- Develop long-term and sustainable trust and foundation relationships through the delivery of bespoke stewardship and quality account management, including timely and articulate update reports to ensure contract compliance and secure continuation and/or increase funding
- As part of good, pro-active account management, develop excellent working relationships with our Services team, Finance team and Chief Executive; coordinate regular update and monitoring meetings to review progress on outcomes and review budgetary expenditure
- Identify possible delays and take solutions-based action to mitigate against non-contractual compliance
- Accurately reflect the current status of all trust and foundation accounts in tracking documents on SharePoint and in Raisers Edge NXT
- Ensure all the files for trust and foundation contracts are maintained and kept up-date in compliance with GDPR

**Managing Staff**

- Take responsibility for managing one staff member within the Trusts and Foundations Department, ensuring compliance with organisational policies and procedures
- Ensure staff have a well-defined job role and clearly communicated goals and targets
- Ensure the personal and team development of staff through staff support, mentoring, training and coaching
- Identify and manage under-performance in a timely manner according to organisational policies and procedures
- Ensure compliance with Health and Safety within the workplace according to policies and procedures: ensure that all health and safety recommendations are implemented promptly and effectively

**Corporate Role**

- Contribute to the organisation's overall strategic and operational planning
- Contribute to interdepartmental working groups
- Represent Cancer Focus NI at external events as and when required as directed by the Director of Fundraising and Communications

**Personal Development**

- Ensure your knowledge of the trusts and foundations industry and best practice is kept up to date and relevant by ongoing networking and training

Other duties consistent with the overall purpose of the post may reasonably be allocated by the Director of Fundraising and Communications or CEO from time to time.

This Job Description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

# Person Specification

## Trusts and Foundations Manager

The below specification shows the essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address in a covering letter, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

### Essential Criteria

#### Experience

- A minimum of 2 years experience in line management
- At least five years of on-the-job training

#### OR

Two years on-the-job training **plus** a relevant professional qualification or University degree

#### Skills

- Demonstrable and significant experience of proposal writing. This should include proven experience playing a lead role in securing large gifts (up to five or six-figures)
- Excellent communication skills both written and oral
- Ability to comprehend, digest and express complicated information
- Excellent numeracy skills and proven ability to develop budgets, monitor management accounts and understand funder finance reports
- Proactive and highly motivated with excellent organisational skills
- Ability to successfully prioritise workload with competing deadlines
- Results-orientated with evidence of achieving ambitious targets
- Excellent relationship and account management
- A strong team player with the ability to bring together a range of internal stakeholders and operational teams to lead on cross-team projects and bid developments

#### Knowledge

- Knowledge and understanding of good practice and legislation relating to fundraising including GDPR
- Fully computer literate with excellent IT skills
- Proven experience of managing budgets

#### Other

- Ability to work outside normal office hours and/or weekends
- Hold a full, current driving licence with business insurance and have access to the use of a car to carry out the duties of the post

## Desirable Criteria

### Experience

- Experience of a database management system e.g. Raisers Edge NXT

# Additional Information

## Terms and Conditions of Employment

- Successful applicants must provide proof of their right to work in the UK. (This will be evidenced in the first instance by being in possession of a British or Irish passport or a valid UK Work Permit).
- The activities of this role meet the Access NI definition of regulated activity relating to working with adults and children as outlined in the Access NI Code of Practice. Cancer Focus NI will obtain an Access NI Enhanced Adult Barred List check, and/or Enhanced Children's Barred List check for the successful candidate. Applicants who have a criminal record will be treated fairly and not discriminated automatically because of a conviction or other information revealed. Applicants with criminal records will be reviewed in line with Cancer Focus Northern Ireland's policy on the recruitment of Ex-offenders.
- If there is any reason you cannot work in Regulated Activity, you must disclose this to us. Cancer Focus Northern Ireland has a written policy on the Secure Handling, Use, Storage and Retention of Disclosure information.
- Satisfactory reference checks.
- Up to 12 months probationary period.
- Evidence of relevant academic and professional qualifications.
- Evidence of appropriate vehicle documentation (i.e. driving licence and insurance cover) must be provided where the role necessitates travel on company business in own vehicle.

## Benefits

- Flexible working policy (reduced hours, hybrid-working)
- 25 days Annual Leave, plus 12 statutory days (pro rata for those working less than 35 hrs per week)
- 2 additional days of annual leave after 5 years' service and a further 3 days after 10 years' service
- Enhanced Maternity / Adoption Pay
- Enhanced Occupational Sick Pay Scheme
- Contributory Pension Scheme
- Cycle to Work Scheme
- Mileage Allowance at the prevailing HMRC rate
- Time Off in Lieu (TOIL) for additional hours worked
- Life Assurance
- Healthcare Plan

## Disability

Cancer Focus NI is an Equal Opportunities Employer and all applications are dealt with in accordance with the Disability Discrimination Act. A person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact us so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

## Equal Opportunities

Cancer Focus NI is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

## Application Process

The closing date/time for submission of CV and cover letter is 12pm (midday), 21st October 2024.

**Interview dates: Week commencing 4<sup>th</sup> November 2024**

If you would like to apply for this role, please submit an up-to-date copy of your CV and cover letter before this date/time to: [hradmin@cancerfocusni.org](mailto:hradmin@cancerfocusni.org) or, mailed to:

**Human Resources, Cancer Focus NI, 40/44 Eglantine Avenue, Belfast, BT9 6DX**

**We cannot accept Applications received after the closing date/time.**

## Guidance Notes on Applying for our role

Please ensure your CV is up-to-date and accurate. Cancer Focus NI will not make assumptions from the title of your post(s) or the nature of any employing organisation(s) as to your skills and experience gained.

- If you do not provide sufficient detail, including the appropriate dates needed to meet any eligibility criteria, your application may be rejected.
- ONLY the details provided by you in your CV and cover letter will be used for determining your eligibility for the post/shortlisting purposes.

## Contact Details

If you have any enquiries regarding the recruitment process, please contact Gwyneth Richards (hradmin@cancerfocusni.org) or phone 028 9066 3281.