

Job Description – Blind Veterans UK

Job Title:	Trusts and Special Projects Manager
Reports to:	Senior Manager Fundraising Partnerships
Department:	Engagement – Philanthropy and Partnerships
Location:	London
Last updated:	October 17

Job purpose

- To lead the Trusts and Foundation team to facilitate an income stream of c £850k pa
- To lead, initiate, build and sustain effective long term relationships with major funders (£25k - £1m) including other military charities, government departments and large foundations
- To identify capital and special projects within Blind Veterans UK that can be used for major fundraising campaigns and to act as project lead
- To manage the research function of the wider Partnerships team
- To line manage the Trust and Foundations Executive

Main accountabilities of the post

1. Support the Senior Manager to review, develop and implement the charity's Trust and Foundation business plan to deliver an income streams in excess of £850k pa
2. Provide motivational direct line management to the Trust and Foundation Executive ensuring their achievement of individual and team goals and on-going professional development.
3. Ensure appropriate leadership, recruitment, retention, development and appraisal of staff in accordance with the standards set out in the Human Resources policies and procedures
4. To keep up to date with best practice in trust fundraising and comply with relevant legislation and regulation ensuring that good practice is observed.
5. Manage the trust and foundation income and expenditure budget, ensuring the achievement of the financial plans, taking action as appropriate.
6. Accountable for the analysis and evaluation of performance information, monitoring and reporting against objectives, outcomes, metrics and KPIs
7. Work closely with the Corporate Partnership and Prospect Research and others members of Philanthropy and Partnerships to produce a steady pipeline of corporate, major donor and trusts prospect research
8. Manage, via the Trust and Foundation Executive, applications to all newly formed, relevant trusts
9. To personally build and develop new areas of funding streams including livery companies, heritage funders, corporate trusts and health foundations
10. React and apply to unplanned large grant opportunities that may occur at any time e.g. Armed Forces Covenant Fund, The Health Foundation
11. Manage, via the Trust and Foundation Executive, the applications, acknowledgements and updates to c450 regular and known trusts

12. Work with the Senior Manager and others to identify capital and special projects within Blind Veterans UK that can be used for major fundraising campaigns and to act as project lead on trust applications
13. Develop and write a wide range of case for support templates that include need, input, outcome, output research and compelling impact case studies. This will be achieved by working closely with the Operations directorate.
14. Undertake occasional speaking engagements and be a spokesperson for the charity internally and externally where appropriate
15. Liaise with the Marketing and Communications Team to ensure PR and impact reporting is arranged for trusts as appropriate.
16. Ensure that all Trusts information and contact is regularly and accurately captured on Blind Veterans UK Raisers Edge database.
17. Organise and host occasional tours of Blind Veterans UK centers. Responsible for all impact and post grant reporting for all successful grants

Additional responsibilities

1. Attend in-house and relevant external training courses, as agreed with line manager.
2. Practice and comply with all aspects of Health and Safety at Work etc Act 1974 and the Charity's current Health and Safety policies.
3. Engage actively with our volunteers as appropriate and within the scope of the post.
4. Undertake any reasonable tasks from time to time at the line manager's request, as may be deemed appropriate within the scope of the post.

Autonomy and decision making

1. The post requires the ability to work unsupervised on a daily basis and use initiative at all times.
2. The post holder is expected to make professional decisions on a daily basis, including evaluating fundraising proposals and ensuring that the message conveyed in communications is consistent with the broader charity mission.

Communications

The post holder will use high level interpersonal and communication skills on a regular basis to influence decision making by others, this will include colleagues across the organisation, partners, supporters and potential supporters.

The post holder will work with Senior Staff, internal and external stakeholders, including the charity's partners and beneficiaries.

Work with the Senior Manager, Head of Department and managers to establish an engagement function that others across the organisation want to work with and receive professional assistance from.

Work context

1. The post operates within a busy Fundraising Department, and is office based, however there is the occasional requirement to visit other Blind Veteran's UK and third party sites, sometimes requiring national travel and overnight stays.
2. The post holder will be required to work closely with beneficiaries
3. The post holder may be handling and working with highly sensitive information relating to individual beneficiaries and will need to show a consistent level of discretion and confidentiality.

Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the importance of trust and foundation fundraising within the wider fundraising/charity context 	
Skills	<ul style="list-style-type: none"> • Demonstrable organisational skills • Excellent verbal, written and communication skills • Ability to prioritise competing demands of managing several projects simultaneously • Knowledge of relevant researching tools • Ability to represent the charity at a senior level • Ability to work on own initiative. • Good computer literacy • Proficient in Raiser's Edge or CRM database • Ability to set own budget and report against metrics 	<ul style="list-style-type: none"> • Know how to interpret a funders annual report
Qualifications	<ul style="list-style-type: none"> • Educated to degree level (or equivalent vocational experience) in a relevant subject 	
Experience	<ul style="list-style-type: none"> • Demonstrable experience of effective communication with external parties • Experience of securing several 6 and 7 figure grants • Demonstrable experience of generating compelling cases for support 	<ul style="list-style-type: none"> • Previous experience of capital appeals • Previous managerial experience
Personal qualities	<ul style="list-style-type: none"> • Drive and enthusiasm • Hard-working and professional manner • Flexible • Innovative and Creative • Confident • Commitment to the purpose of Blind Veterans UK 	