

# Trust Fundraising Manager

Reporting To Director of Fundraising

Job Type Permanent

Location The Poppy Factory, Richmond, Surrey

Hours Full time (37.5 hours) / Flexible

# Purpose of the role

The Trust fundraising programme is well established and this is an exciting opportunity to continue to build on the trust fundraising strategy. The Trust Fundraising Manager role offers the post holder the opportunity to further develop the Trust fundraising income stream, with capacity recently increased by recruiting a Trust Fundraising Officer, as well as taking responsibility for both this area and the Military Charity grants income stream.

The key areas will include:

* Prepare and deliver the annual strategy for Trusts and Military Charity grants income streams, ensure that key goals are met and opportunities for generating income from charitable Trusts and Military grant making charities are maximized.
* To successfully deliver an income target for Trust and Foundations and the Military Charities against the annual business plan.
* To manage, coach and mentor the Trust Fundraising Officer.
* To lead on researching existing and new Trusts and Foundations, writing funding applications and developing new networks – focusing on opportunities with potential value of £10K+.

# Key responsibilities

**Management/Strategic**

* To prepare and deliver the Military Charity grants strategy each year to achieve target.
* To prepare and deliver the strategy, planning and targets for wider Trust and Foundation income stream.
* To jointly line manage the Trust Fundraising Officer, providing training/support as appropriate
* Work closely with the Director of Fundraising and the Executive Team to ensure cross-team engagement with Military Charities and major Trust and Foundation donors.
* To develop strategic relationships with Trust and Foundation donors.
* Contribute to wider strategy, scenario testing and annual business planning to increase the income for the Poppy Factory.

**Research**

* Undertake research on major Trust and Military Charity opportunities (£10K+). To manage the Trust Fundraising Officer on research on smaller opportunities.
* Undertake proactive network mapping with Vice Patrons, Board members and supporters to ascertain links to relevant Trusts, working with rest of fundraising team to effectively manage contacts identified.
* Maintain knowledge of Poppy Factory projects and statistics for funding purposes
* Build awareness of developments in the Trusts sector through membership of appropriate groups and competitor analysis.
* Proactively work with Trust Fundraising Officer to identify new Trust / Military Charity funding opportunities.

**Applications and stewardship**

* Write and submit strong and targeted applications to Trusts in line with the Trust Fundraising Managers’ agreed target.
* Manage the Trust Fundraising Officer in the preparation of applications to smaller Trusts.
* Prepare reports as required by Trusts and Foundation donors.
* Oversight of grant management.
* Build strong relationships with Trust and Foundation donors through active stewardship, to include arranging visits
* Prepare template thank you letters, proposals and cover letters for use within the Trust / Military Charity grants team.
* Attend and where appropriate arrange The Poppy Factory trust donor cultivation events.

**Team working and administration**

* Liaise with key stakeholders to develop accurate proposals and budgets for Trust applications.
* To work effectively as part of the Trust Fundraising team and wider Fundraising department.
* Measure progress against the Trust strategy and review the trust pipeline regularly
* Attend internal meetings as required.
* Support the development of fundraising at The Poppy Factory by attending events and promoting the work of The Poppy Factory as required.

# Skills, Knowledge and Experience

**Qualifications**

* Degree Level education or equivalent is essential.
* Fundraising qualifications are desirable.
* Membership of the Institute of Fundraising is desirable.

**Essential Experience**

* Proven experience of working in a Trust fundraiser or similar role.
* Proven experience of making applications to a range of grant making funders, including written applications and face to face presentations. The post-holder will need to have a sound understanding of the interests and working methods of Trusts and Foundations.
* Demonstrable account management experience – the job requires the ability to manage and prioritise a portfolio of Trusts, working to deadlines and agreed targets.
* Proven experience of using creativity to develop language and themes for fundraising bids.
* A resilient and results-focused individual, with a track record of achieving fundraising targets.
* Experience of working with a fundraising database is essential.
* An empathy with disabled people is required.
* Experience of fundraising in the military sector is desirable.

**The skills required for this role include:**

* Demonstrable writing and proofreading skills
* Excellent research skills
* Project management skills
* Excellent English grammar and attention to detail
* Excellent numeracy with an ability to work with internal and external financial documents
* Strong organisational skills with the ability to meet deadlines, plan, prioritise and work under pressure.
* Strong verbal communication skills
* Highly developed analytical skills
* Outgoing and confident in communicating at a senior level
* Pro active and highly motivated to meet personal and team targets and objectives
* Good IT skills (MS Office)
* Team player

# Company Information

The Poppy Factory is an independent charity which was founded in 1922 with the object of providing paid employment opportunities for disabled ex-Servicemen and women. A factory was established in Richmond to make poppies and other commemorative items to achieve this purpose. The products are sold under special arrangements to The Royal British Legion.

Whilst the charity continues to provide paid employment through its Factory for disabled ex-Servicemen and women, it also facilitates paid and meaningful employment opportunities for wounded, injured and sick (WIS) ex-Servicemen and women throughout England and Wales, via its community based employability service. We can also provide assistance in Northern Ireland.

This is an excellent opportunity to join The Poppy Factory at an exciting period of expansion in its activities supporting veterans. We hope you are inspired to join us in our important and exciting work to create a world in which every workplace values disabled veterans.

# How to apply

To apply for this position please prepare your CV and a covering letter clearly outlining how you meet the essential criteria in the person specification. You may address your covering letter to Sian Mexsom, Director of Fundraising.

Closing date is midnight on Monday 30 April 2018.

[Click here to apply](https://poppyfactory.has-jobs.co.uk/trust-fundraising-manager-london/201227/0/apply)

# Benefits, terms and conditions

The Poppy Factory aims to be a model employer and offers equitable terms & conditions of employment and a range of enhanced benefits, as outlined below:

**Salary:** All our salaries are benchmarked based on the requirements of the job description and comparable roles in the charity sector. Salaries are subject to annual review.

**Hours of Work:** Unless otherwise stated, contracts are normally offered on a full time basis, 37.5 hours a week, Monday to Friday.

**Location:** The Poppy Factory, 20 Petersham Road, Richmond, Surrey TW10 6UR (or home based if applicable).

**Contract:** unless advertisement states otherwise all posts are offered on a permanent contract (subject to completion of a six-month probationary period).

**Pension:** on completion of three months service staff will be auto-enrolled into the Poppy Factory occupational pension scheme offered by Standard Life. Contribution rates on auto-enrolment are 1% employer and 1% employee (via salary sacrifice). Staff may choose to increase their contribution rate to either 2.5% or 5%. The Poppy Factory will contribute double the rate i.e. 5% or 10% respectively.

**Annual Leave:** Full time staff entitlement is 24 days per year with 1 day’s additional leave on completion of 3, 4, 5 and 9 years’ service (i.e. to a maximum of 28 days) plus 1 day in lieu of Armistice Day plus public holidays.

**Reservists Leave:** Staff who are members of the Reserve services are entitled to five days paid leave to support their reservist activities.

**Life Cover:** Life insurance cover of 3x annual salary.

**Employee Assistance Programme**: 24 hour/365 days confidential service offering a wide range of advice and support.

**Family Friendly:** Enhanced parental benefits (subject to meeting statutory requirements).

**My Work/Life Benefits:** Childcare vouchers scheme (via salary sacrifice), cycle to work scheme, and access to our benefits portal offering a wide range of discount vouchers and promotions for high street shopping, restaurants, experiences and days out.

# Equality, Diversity and Inclusion

We are committed to equality, valuing diversity and promoting inclusion within our workforce, including the volunteers who give their time to us. We work to maintain an environment where the needs and aspirations of all employees are met, irrespective of characteristics protected under the legislative framework of the Equality Act 2010. We expect everyone to understand and accept their personal responsibility to recognise and value differences and the unique contributions that people make to the way we deliver our work.

As an equal opportunities employer our commitment is to take positive measures to recruit people from underrepresented groups, and we actively encourage applicants from diverse backgrounds. As a Disability Confident employer, we offer a guaranteed interview for any job applicant with a disability who meets the essential criteria for the role. Please indicate in your application if you wish to be considered under this scheme. We are also happy to discuss reasonable adjustments to the application or interview process to accommodate disabled candidates.

We are a family friendly employer and happy to discuss flexible working for this role.