|  |  |
| --- | --- |
| **Job Title** | Senior Trusts Fundraising Manager  |
| **Responsible to** | Head of Fundraising  |
| **Responsible for** | Trusts Fundraiser |

**Your role**

To lead on trust fundraising at SeeAbility and to grow and diversify trust income in line with SeeAbility’s aspirations.

# Your responsibilities

1. Lead on the development and delivery of a trusts strategy, overseeing the whole trusts portfolio, to generate agreed annual targets for SeeAbility.
2. Be the charity’s expert in trust fundraising, adopting a data-driven approach, keeping abreast of sector developments and making the business case for change where appropriate.
3. Develop and enhance relationships with existing trusts, delivering first-class stewardship, making appropriate and timely applications to secure agreed annual budget and ensuring that all reporting is completed in line with guidelines.
4. Focus on new business and lead on creative, inspiring and professional proposals to trust and statutory funders that operate within the charity’s values and ethical policy.
5. Manage, support and mentor the Trusts Fundraiser to secure funds from trusts and statutory sources of income. To lead any further expansion of the trust team in the future if the opportunity arises.
6. Implement the systems, tools and procedures to proactively identify new funders that align with SeeAbility’s strategy and ethical policy.
7. Work across the organisation to generate new and innovative ways to package up SeeAbility’s work to secure funding.
8. To be responsible for setting, monitoring and reporting on income and expenditure budgets and key performance indicators
9. To be responsible for developing and delivering the annual work plan for trusts fundraising.
10. Engage staff across the organisation in trust fundraising to support proposal development, reporting and stewardship and to grow the fundraising culture.
11. Ensure all trust records are kept up-do-date on the database.
12. Work closely with fundraising colleagues to cultivate a supportive and collaborative fundraising team.

#

**Other:**

* Assist in maintaining a safe working environment and follow the requirements of SeeAbility’s Health and Safety Manual (policies and procedures) and any codes of set working practices.
* Carry out other duties commensurate with this post as requested.
* Liaise effectively and efficiently with other departments and SeeAbility locations, undertaking tasks as required to support requests.
* Provide confidentiality at all times, working appropriately with sensitive documentation.
* Adhere to all relevant legislative and regulatory obligations relating to fundraising.

**Your knowledge, experience, skills and values**

|  |  |
| --- | --- |
| **Knowledge & qualifications** | * Knowledge of fundraising trends, techniques, and best practice in the trust and UK fundraising landscape
 |
| **Experience** | * Experience of working in trust fundraising with demonstrable success of securing multi-year funding
* Experience in strategic planning and budgeting
* Experience of line managing/developing staff
* Experience of working with fundraising database
* Experience of working cross- organisation to develop fundraising bids and reports.
 |
| **Skills & personal attributes** | * Excellent verbal and written communication skills, with ability to craft a compelling case for support and inspire action
* Excellent interpersonal skills and ability to act as an ambassador for SeeAbility when communicating to partners and prospects
* Ability to build effective relationships with staff throughout the organisation.
* Excellent organisation, prioritisation and time management skills
* A flexible, creative and solutions-focused approach to problem-solving
* Meticulous attention to detail
* Commitment to personal learning, development and improvement
 |
| **Special requirements** | * A willingness to work flexibly to accommodate a varying workload, with the ability to work outside core ehours on occasion.
* Passionate about ensuing people with learning disabilities, autism and sight loss are able to realise their goals each and every day
* Commitment to SeeAbility’s mission and values, with a working style that reflect these.
 |
| **Our Values** |
| **We are Brave** | * We believe in being different: We seek new ways of working, thinking and ideas. We want to be extraordinary.
 |
| **We are Passionate**  | * We want to make a difference. We work as a team to improve for the greater good, not only for the people we support but for our team and SeeAbility as a whole. We are completely committed to each others success.
 |
| **We are Creative**  | * We are enablers. We create solutions by thinking and acting differently. We break down barriers. We don’t see rules as boxing us in, but as the norms that evolve with us on our way to being the best.
 |
| **We do what is right** | * We lead by doing the right thing. We are dependable and believe in delivering on commitments and using sound judgement and common sense to determine what is right.
 |