

JOB DESCRIPTION



Head of Trusts and Foundations

1. JOB DETAILS

Job Title:	Head of Trusts and Foundations
Department:	Fundraising
Location:	Head Office, Tyrwhitt House, Leatherhead, Surrey / Home-based
Band:	8a
Status:	As per contract
Hours:	As per contract
Reporting to:	Director of Fundraising
Line managing:	Senior Trusts & Foundations Officer, Trusts & Foundations Assistant

2. OVERALL PURPOSE

To contribute to development and implementation of Combat Stress' income generation strategy by securing funding from Trusts and Foundations and Strategic Partners. Managing a team of two, the post-holder will secure funds from their own pipeline of significant donors whilst providing strategic direction and oversight to the team.

3. KEY RESPONSIBILITIES

- Contribute to the Fundraising Department's annual budget, managing two income streams – Trusts and Foundations and Strategic Partners.
- Manage and develop a portfolio of existing donors to meet the funding needs of Combat Stress using written materials, phone calls, face-to-face meetings and project visits.
- Lead and manage the Trusts and Foundations Team to prioritise and develop a portfolio of new and existing donors, ensuring first-class donor care is maintained.
- Plan and manage trust fundraising budgets, liaising with the Finance Department when necessary.
- Liaise with colleagues internally to develop new project proposals and stay abreast of developments within the organisation.
- Contribute to the development of the overall trust fundraising strategy and annual plan by identifying further opportunities for growth from the trusts and grants sector.
- Prepare performance reports for the Board and Directors when required.

- Contribute to the wider communications needs of the charity by drafting corporate literature.
- Travel between Combat Stress sites (Tyrwhitt House, Hollybush House, Audley Court and various Community Team hubs) from time to time.

4. KEY RELATIONSHIPS

- Internal stakeholders including trustees, directors and senior managers, the communications team, clinical project leads and finance department.
- External stakeholders including senior positions and decision makers at high-profile organisations, including trustees and grant managers.

5. RISK MANAGEMENT

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of Combat Stress you are required to be risk aware, readily able to identify risks faced by you and by Combat Stress in the course of your day-to-day employment. Where a new risk is identified it is to be reported through your line manager.

We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

Signature – Job Holder

Date

Signature – Line Manager

Date

Reviewed/created: July 2021

Next review date: July 2023