

JOB DESCRIPTION



Trusts and Foundations Manager

1. JOB DETAILS

Job Title:	Trusts and Foundations Manager
Department:	Income Generation
Location:	Head Office, Tyrwhitt House, Leatherhead, Surrey
Band:	8a
Status:	As per contract
Hours:	As per contract
Reporting to:	Director Income Generation
Line managing:	Senior Trusts & Foundations Officer, Trusts & Foundations Assistant

2. OVERALL PURPOSE

To contribute to development and implementation of Combat Stress' income generation strategy, playing a key role in achieving the trusts and foundations target. To achieve this by identifying fundraising opportunities from the range of services delivered by Combat Stress and by securing and stewarding donations from charitable trusts and foundations.

3. KEY RESPONSIBILITIES

- Contribute to the Income Generation Department's annual budget, principally to the Trusts and Foundations target.
- 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.

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: May 2018

Next review date: May 2019