JOB DESCRIPTION

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| **1. JOB IDENTIFICATION** | |
| Job Title: | **Trusts and Foundations Manager** |
| Responsible to: | Head of Fundraising |
| Department(s): | Income Generation |
| Last Updated: | February, 2025 |
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| **2. JOB PURPOSE** |  |
| This is an exciting role responsible for driving the growth of Trusts and Foundations income for St Vincent’s Hospice. As a key member of the Fundraising team, the postholder will develop and implement a strategy that secures high-value funding, builds meaningful relationships with funders, and maximises opportunities to support the Hospice’s vital work.  The role requires a strategic thinker with strong research, relationship management, and persuasive writing skills. The postholder will be responsible for identifying new opportunities, stewarding existing supporters, and ensuring all funding applications and reports are of the highest standard to meet income targets and secure long-term, sustainable funding. | |
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| **3. DIMENSIONS OF THE ROLE** | |
| **Key Responsibilities** **Trusts & Foundations Fundraising Strategy**  * Develop and execute a strategic plan to grow income from Trusts and Foundations, ensuring alignment with the Hospice’s funding priorities. * Identify and cultivate a strong pipeline of new prospects, securing multi-year, high-value partnerships. * Proactively re-engage lapsed funders and continuously research new funding opportunities to expand the portfolio. * Work collaboratively with internal teams to develop compelling cases for support, ensuring a strong alignment between funders’ priorities and Hospice needs. * Establish and manage an annual funding timetable to support long-term financial sustainability.  **Relationship Management & Stewardship**  * Develop and maintain high-quality relationships with funders, ensuring excellent stewardship and continued engagement. * Lead on the preparation of detailed and persuasive funding proposals, tailoring applications to funders' interests and priorities. * Ensure all funding agreements, reporting requirements, and deadlines are met, maintaining trust and credibility with donors. * Create and implement innovative and meaningful stewardship plans to retain and uplift long-term supporters.  **Reporting, Compliance & Best Practice**  * Ensure robust monitoring and evaluation of funded projects, working with operational teams to measure and report impact effectively. * Maintain accurate records on Raiser’s Edge (CRM), tracking funding applications, pledges, and restricted funding allocations. * Ensure compliance with GDPR and all relevant fundraising regulations and best practices. * Stay abreast of funding trends, legislation, and opportunities, proactively adapting strategies to maximize income potential.  **Collaboration & Internal Engagement**  * Work cross-functionally with colleagues across the Hospice to understand service needs and translate them into compelling funding applications. * Develop and maintain a suite of high-quality fundraising materials specific to Trusts and Foundations. * Provide regular verbal and written reports to the Head of Fundraising on progress, pipeline development, and income projections. * Actively participate in internal meetings and contribute to the wider fundraising strategy to ensure cohesive income generation efforts.  **Strategy Planning & Budget Management**  * Set and achieve ambitious annual income targets in conjunction with the Head of Fundraising. * Prepare quarterly income forecasts, monitoring performance against budget and adjusting plans to address challenges and opportunities. * Develop a rolling pipeline of funding applications, ensuring a balanced approach to securing short-term and multi-year funding.  **Stakeholder Engagement & Advocacy**  * Represent the Hospice externally, attending relevant networking events, meetings, and conferences to enhance funding opportunities. * Develop strong relationships with key stakeholders, including senior decision-makers at Trusts and Foundations. * Leverage digital platforms and social media to enhance the visibility of funding successes and future opportunities. * Act as an internal advocate for Trusts and Foundations fundraising, ensuring a culture of funding awareness and opportunity creation across all teams.  **Team Leadership & Volunteer Management**  * Line manage volunteers allocated to the Trusts and Foundations function, ensuring high performance and professional development. * Foster a positive and results-driven team culture, encouraging collaboration and continuous improvement. * Provide training and guidance to colleagues on Trusts and Foundations fundraising to enhance organisational capability. | |
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| **4. ROLE OF ORGANISATION** | |
| **Our Vision**  St. Vincent’s Hospice is a charitable organisation at the heart of the community, offering specialist care and services to all those affected by life-shortening illness; we are known as “the little hospice with the big heart”.  Care for all is at the heart of everything we do. We achieve this by:   * Being passionate about delivering high quality palliative care and support; * Working with patients, families and those closest to them to ensure that care is right for everyone, every time; * Having appropriately skilled teams who are able to work in home, hospice and other settings; * Ensuring we have the necessary funds to maintain and develop services; * Using our influence and expertise to shape the development of palliative care locally and nationally. | |
| **Our Values**  Caring Respect  Compassion Dignity  Commitment Sensitivity  **In putting people at the heart of everything we do, we work together to:**   * Support every person as a unique and valued individual * Respect the dignity of everyone * Listen to and respect the wishes of people   **In striving for excellence in every aspect of our services, we:**   * Provide a safe, comfortable, caring environment * Develop and provide high quality services that are underpinned by audit and research * Demonstrate clinical, financial and organisational excellence * Work to achieve financial sustainability * Deliver effective leadership and management throughout the organisation * Ensure we have the right number of people with the right skills in the right place at the right time   **In building relationships, we:**   * Listen to, respect and value the contribution of everyone * Work together to improve all of our services * Extend our collaboration with external partners | |
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| **5. (a) EQUIPMENT AND MACHINERY** | |
| **IT Equipment**   * Computer/Laptop * Projector | |
| * Telephone Systems including telephone conferencing equipment * Multifunction Device (Printer/Photocopier/Scanner) * Franking Machine * Laminator * Binding equipment * Guillotine | |
| **6. (b) SYSTEMS** | |
| * Microsoft Office (incl Word, Excel, Publisher, PowerPoint, Outlook, Teams) * Internet * Website * Social media platforms * Raisers Edge database * Third party platforms | |

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| **7. ASSIGNMENT AND REVIEW OF WORK** |
| The post holder works within clearly defined occupational policies, protocols, procedures and/or codes of conduct. Advice and support are available from the Head of Fundraising where required. Workload is demand-led based on staff and volunteer activity.  A formal review of performance and objective setting is carried out by the Head of Fundraising in accordance with Hospice performance management arrangements and regular review of workload and performance also takes place.  The post holder is responsible for highlighting areas where learning and development is required. |
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| **8. DECISIONS AND JUDGEMENTS** |
| The post holder will prioritise tasks daily, making judgements concerning their own working day and using initiative where appropriate.  The post holder is required to comply with Hospice Policies and Procedures.  The post holder has responsibility for ensuring that all their own activities in relation to patient or supporter information (creation, access, storage, maintenance, destruction, communication and transportation) are carried out in line with relevant legislation and policies and procedures, including Information Governance Policy and General Data Protection Regulations (GDPR). |
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| **9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Working within a competitive funding environment, balancing long-term pipeline development with short-term income targets. * Managing multiple deadlines and priorities, ensuring high-quality funding applications are submitted on time. * Developing compelling cases for support that resonate with funders while maintaining alignment with the Hospice’s strategic objectives. * Navigating complex relationships with funders, balancing the need for strong stewardship with clear funding expectations. * Ensuring compliance with ever-evolving fundraising regulations and best practices. * Maintaining resilience and adaptability in response to changing funding landscapes and financial challenges. |

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| **10. COMMUNICATIONS AND RELATIONSHIPS** |
| The postholder will be required to build and maintain highly effective, strategic relationships with a wide range of stakeholders, including senior funders, Hospice staff, partners, and external agencies. As a key ambassador for St Vincent’s Hospice, strong influencing skills and the ability to engage stakeholders at all levels will be essential.  The role requires excellent verbal and written communication skills to craft compelling funding proposals, deliver presentations, and build trust with funders. The ability to tailor messaging to different audiences - ranging from grant managers to corporate executives - is critical for success.  The postholder must demonstrate a high level of professionalism, diplomacy, and discretion, particularly when handling sensitive funding negotiations and strategic partnerships. |
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| **11. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Demands:**  * Regular use of a computer, requiring prolonged periods of screen time. * Travel within the region to attend meetings, networking events, and funder engagements. * Occasional lifting and transportation of presentation materials and event equipment.  **Mental Demands:**  * Managing multiple projects, deadlines, and competing priorities in a fast-paced environment. * Regular need for focused concentration when preparing reports, proposals, and presentations. * Ability to make sound decisions under pressure, particularly in high-profile fundraising situations.  **Emotional Demands:**  * Engaging with hospice service users, bereaved families, and individuals experiencing emotional distress. * Navigating difficult conversations with donors, supporters, and corporate partners. * Maintaining personal resilience while working with sensitive topics related to palliative care and loss.  **Environmental Demands:**  * Office-based with regular travel across Renfrewshire and North Ayrshire. * Occasional exposure to outdoor conditions when attending or supporting events. * Working in a busy office environment with frequent interruptions and high workload pressures. | |
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| **12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| **Skills and Knowledge**   * Strong understanding of trust and foundation fundraising, including the ability to identify, approach, and maintain relationships with funders. * Proven track record in securing significant funding from trusts and foundations. * Ability to conduct in-depth research to identify potential new trust and foundation funders. * Expertise in writing compelling and tailored funding proposals that align with the hospice’s needs and priorities. * Ability to present complex financial information and projects in a clear and engaging manner. * Strong interpersonal and communication skills to build and maintain long-term relationships with trustees, foundation representatives, and other key stakeholders. * Experience in stewardship and reporting back to funders, ensuring they feel engaged and valued. * Good understanding of financial management in the context of fundraising, with the ability to create budgets and reports for grant applications and funder stewardship. * Ability to assess the financial sustainability of projects and align funding applications accordingly. * Experience in managing multiple funding applications and projects simultaneously. * Strong organisational skills to track deadlines, reporting schedules, and donor stewardship Strong attention to detail, especially when working with financial data, compliance documents, and funder requirements.   **Personal Qualities**   * Passionate about the mission of St Vincent’s Hospice. * Highly personable and approachable, with strong networking skills. * Organised, proactive, and results-driven. * Committed to maintaining the highest standards of professionalism and confidentiality. |

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| **OTHER**  Must hold a valid driving license and have access to a car and be able to undertake travel within Renfrewshire and North Ayrshire. | |
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| **13. JOB DESCRIPTION AGREEMENT** |  |
| This job description is a general outline of the above post and it is not exhaustive. This job description is subject to periodic review with the post holder. Duties may change in line with the service changes and of the post holder’s own personal development. | |
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| I agree that this is an accurate reflection of the duties involved in my current role in St. Vincent’s hospice. | |
| Job Holder’s Signature | Date: |
| Head of Department Signature | Date: |