**Job Description**

**Post: Trusts and Grants Manager**

**Reports To: External Affairs Director**

**Direct Reports: 1 x Senior Trusts and Grants Executive**

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**Hours: 37 pw**

**Location: Hybrid (London office/Home)**

**Our belief**

RSBC believes that every blind young person should have the chance to live life without limits.

By giving young people the essential skills to take control of their life, they can unleash their true potential.

**Our success depends on our values**

Underpinning all of RSBC’s work are values embedded in trust and excellence.

**TRUST:** Respect & accountability

**ENERGY:** Straight talking & constantly learning

**AMBITION**: Confronting reality & driving results

**MOTIVATION:** Vision Impaired children and young people are our No 1 priority & we look for solutions, not problems

**Primary Objective/Job Purpose**

To identify, secure and develop Trusts, Grants, Statutory and Institutional income in line with the organisational strategy to fund existing and new activities, in line with income targets.

**Key Tasks and Main Duties:**

**Securing funding**

1. Develop and write applications to major trust, grants, statutory and institutional funders, including National Lottery Community Fund, securing five and six-figure, single- and multi-year funding.
2. Produce high quality reports and updates for funders, sourcing information from the Services team, and ensuring key reporting timings are met.
3. Carry out prospect research and track new funding opportunities to identify new major funding opportunities that align with RSBC services priorities and funding requirements.
4. Meet with key funders and prospects (online or in person) to secure funding and report on activity funded.

**Case for support and cross-team working**

1. To lead on the development of new, creative and inspiring cases for support for Trusts and Grants and the Fundraising team, working collaboratively with the Services Director, Services Managers and key partners.
2. To ensure financial information is clearly identified and documented for the inclusion in bids, financial tracking and reporting, working with the Fundraising Director and key colleagues including Finance Team.
3. Ensure the Trusts and Grants Fundraising team work collaboratively with other teams and colleagues across the charity as required, including Services teams and Data teams.
4. To work collaboratively with all other income stream teams to develop the approach to increasing income from all sources in an integrated way

**Staff management**

1. Lead the team to ensure income secured is in line targets for the current year and the following year/multi-year income.
2. Lead and manage direct reports, working together to ensure deadlines and quality standards are met.
3. Ensure focused priorities and delivery of all trusts and grants applications, reports, stewardship and prospect research activity.
4. To provide guidance, support and advice to other members of the team to make the most of any opportunities that arise for applications and ensure funder reporting requirements are met.
5. Set objectives and targets, carry out Performance Reviews and monthly supervisions, and agree development plans to manage performance and support development.

**Strategy, planning and reporting**

1. Develop the trusts and grants fundraising strategy to build a broader portfolio of funders and increase income.
2. Develop annual plans from the strategy to achieve growth in income year-on-year
3. Develop and manage budgets, reforecasts and plans to achieve the target income.
4. Ensure financial tracking of all income received, pledges and submissions are maintained to high standard and that quality data is entered on the CRM system.
5. Produce management information and reports as required, ensuring that the data informs key decision on approaches and bids to funders.

**General**

1. Keep abreast of industry-wide trusts and grants fundraising and funder information in the charity sector, and sector changes impacting children young people and families
2. Ensure that RSBC trusts and grants fundraising practices are in line with codes of fundraising practice and are compliant with relevant regulations including GDPR.
3. Carry out all duties and responsibilities in line with organisational policy, employment legislation and other best practice guidelines, demonstrating accountability to donors, supporters and volunteers and operating at all times with openness, honesty and transparency.
4. Ensure that equality and diversity is embedded in all activities
5. Ensure compliance with safeguarding policies and legislation and protect the welfare of service users and all other children and young people/vulnerable adults that have contact with the organisation.

**Person Specification**

## Educational or Professional Qualifications

**Essential**

English and Maths GSCE (Grade C/Level 4 or higher)

**Desirable**

Educated to Degree Level

**Skills, Knowledge and Experience**

**Essential**

* Proven successful experience of soliciting, securing and managing five and six-figure trusts and grants funding, including from the National Lottery Community Fund
* Excellent written communication skills with knowledge and experience of tailoring applications to funders requirements.
* Substantial experience identifying, developing and maintaining relationships with trust and grants funders.
* Significant experience working with services teams to develop case for support for new proposals
* Strong relationship management skills with good verbal communication skills.
* Resilient, with creativity and drive to achieve results
* High level of attention to detail
* Experience multi-tasking effectively, working with colleagues to ensure deadlines are met.
* Knowledge of the fundraising standards and legal requirements in relation to trusts and grants funding
* Proven ability to use CRM systems to provide data driven reporting
* Excellent Microsoft 365 skills

**Desirable**

* Previous line management experience
* Experience of Statutory and Institutional funding
* Experience of Trusts and Grants Fundraising for children, young people or disability sectors