



Job Description, Magic Breakfast

Job Title: Head of Trusts and Foundations

Reporting to: Head of Fundraising

Location: Flexible. Our offices are located in London. During COVID-19 staff are working remotely.

Contract type: Full-time, permanent, 35 hours per week

Salary: £42,000- £44,000 depending on experience

Holiday: Up to 25 day plus bank holidays

Other benefits: EAP, enhanced pension contribution, flexible working

Purpose of the role

There is currently a huge hunger crisis in the UK, as many as 1.8 million school age children at risk of hunger in the UK.

Magic Breakfast works to ensure that these children aren't prevented from accessing their education simply because they are too hungry to learn. Over the last 20 years, we have formed partnerships with schools across the UK to target those at risk of hunger and to provide them with a healthy and nutritious meal at the start of the day.

In light of the recent Covid-19 pandemic, our work has renewed importance. Families who were previously struggling have been pushed to breaking point and poverty is set to reach an all-time high.

Against this backdrop, we are launching an ambitious five-year fundraising campaign and are looking for the organisation's first Head of Trusts and Foundations to manage and lead our growing trust and foundations team.

This is an exciting opportunity to join a dynamic and passionate team working to fight child hunger and unlock opportunities for the next generation.

Principal tasks/ objectives:

In the first twelve months in post, the successful candidate will have:

- Met agreed income targets (£1.4 million) for the financial year 2020/21 and is on track to deliver agreed income targets (circa £1.6million) of trust and foundations income for 2021/22.
- Significantly increased the prospect pool of potential trusts and foundations.
- Personally applied for/received confirmation of at least 5 grants at >£50,000 or above and 2 grants at £100,000 or above.
- Become a confident ambassador for Magic Breakfast, established credibility and developed positive relationships across the organisation's networks of stakeholders (internally and externally).
- Devised and implemented a comprehensive trust and foundation strategy with a specific focus on ROI and creative stewardship.
- Refined management systems and processes to support the fundraising team's work.

- Refined and implemented new processes and procedures to manage and care for the organisation's relationships with funding partners.
- Grown the Trust and Foundations team from three to four FTE.

KEY RESPONSIBILITIES

Leadership

- Manage, motivate and develop the growing trusts and foundations team, putting professional and personal development plans in place so that individuals can strengthen their skills to enable the delivery of their objectives.
- Lead on the delivery of the trusts and foundation team strategy, helping the team to plan and prioritise and ensuring they have sufficient capacity, resource and information.
- Contribute as part of the fundraising senior heads, setting a best practice example, supporting the overall growth and efficiency of the fundraising team and deputising for the Head of Fundraising where necessary.

Account management

- Lead the team to proactively manage all trust and foundations relationships, ensuring effective resource allocation.
- Build strong relationships with existing donors through peer-to-peer engagement, timely reporting and tailored engagement plans.
- Work to uplift key relationships through excellent relationship management and project identification.
- Collaborate with the rest of the fundraising team to identify and grow stewardship opportunities.

New business

- Lead the team to develop and implement a targeted approach to new business while continuing to identify new opportunities for strategic growth.
- Steward and build relationships with key prospects, creating tailored engagement plans for high level donors, coordinating and attending key meetings (or briefing senior stakeholders) and delivering presentations.
- Prepare and submit innovate fundraising proposals in accordance with timetables and application criteria.
- Work across the organisation and with the trustees to identify opportunities and cultivate new potential donors.

General

- Maintain accurate financial and account management records via Salesforce, ensuring all restrictions and gift instruments are managed and recorded appropriately.
- Prepare reports and analysis on team growth and performance.
- Represent the organisation at relevant forums, events and seminars.
- Occasional work outside of regular office hours and UK travel.
- Work collaborative with trustees and the organisation more widely to build good working relations across the organisation and within the fundraising team.

PERSON SPECIFICATION

Essential

- Passion and commitment to alleviate hunger as a barrier to learning in the UK.
- Significant fundraising experience gained over a period of at least five years, with a track record of soliciting five to six figures grants from a range of charitable trusts and foundations.
- Experience of strategic planning, budget setting and monitoring.
- A confident networker with strong relationship building skills and the ability to inspire and motivate others internally and externally.
- Excellent presentation and interpersonal skills and an ability to lead senior meetings and to communicate confidently, effectively and persuasively at all levels.
- Exceptional and timely writing skills with the ability to comprehend and distil complex projects and financials into clear applications and reports.
- A systematic approach to fundraising with excellent attention to detail.
- A track record in identifying, cultivating and managing external relations with funding bodies of all sizes.
- A collaborative team player with the confidence to work both self-sufficiently and across teams and departments, proactively engaging colleagues on projects and initiatives.
- Outstanding time management and organisational skills with the ability to prioritise within your team, manage multiple tasks simultaneously and work to deadline.
- Knowledge of relationship databases with experience of using them to monitor and report on KPIs. Good IT skills in MS applications.
- Share Magic Breakfast's commitment to Diversity, Equality and Inclusion within the workplace.

Desirable

- Educated to degree level or equivalent experience.
- Experience working for a children's charity.

Application process and key dates

- Please submit a CV and supporting statement setting out relevant skills, abilities, knowledge, experience and reasons for applying for the role. Send applications to graham@bamboofundraising.co.uk
- The closing date for applications is 9am on Wednesday 10 February.
- First round interviews will commence on w/c 15th February with a final round during w/c 22nd February.