



Job Title Trusts and Foundations Manager

Reporting to: Head of Fundraising

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

Contract type: Ideally full-time, 35 hours per week, although part time / flexible hours may be considered

Contract Length: 3-month fixed term contract with the possibility of extension

Salary: £35,000 - £38,000 depending on experience

Purpose of the role

There is currently a huge hunger crisis in the UK, with 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.

We have a temporary need for an additional manager in our Fundraising Team to manage the day to day work of the trust and foundations team. The successful candidate will take on line management responsibility until a Head of Trust and Foundations is in post.

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:

- Maintain income pipeline to meet agreed income targets (£1.4 million) for the financial year 2020/21 and ensure the team is on track to deliver agreed income targets (circa £1.6million) of trust and foundations income for 2021/22.
- Maintain and increase the prospect pool of potential trusts and foundations.
- Manage two direct reports, helping them to deliver on their own objectives while identifying opportunities for growth.
- Ensure all key processes and procedures are upheld across the team, including financial reconciliation and record keeping, GDPR and data management.

KEY RESPONSIBILITIES

Management

- Manage, motivate and develop the growing trust and foundations team,
- 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 through excellent relationship management.
- Oversee top tier accounts ensuring timely reporting and tailored engagement plans.
- Collaborate with the rest of the fundraising team to identify and grow stewardship opportunities.

New business

- Identify and build the prospect pipeline, 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 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
- Work collaboratively across 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 with a track record of soliciting five to six figures grants from a range of charitable trusts and foundations.
- A confident networker with strong relationship building skills
- Excellent presentation and interpersonal skills and an ability 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 and Salesforce
- 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 your CV and covering letter to Graham Drew at Bamboo Fundraising by Friday 5th February
E: graham@bamboofundraising.co.uk
T: 0203 750 3111