



## **Trusts and Foundations Manager**

Spread a Smile is looking for a Trusts and Foundations Manager to join our team in a part time role, two or three days a week, based in Camden, London.

The aim of this role is to secure a minimum of £80,000 per annum in funding from trusts and foundations.

The strategy is to raise half of this income from small foundations that don't require lengthy application processes by locating those who will fund our work and sending out funding requests. The other half of the income will come from larger trusts that give major grants and require either a personal recommendation, a long application process or both.

The right person will be organised and able to proactively establish their own tasks and goals each week, able to establish and build warm relationships with potential funders and able to successfully manage grants and the delivery of grant reports to the funder's satisfaction and to their deadlines. It would be useful but is not essential to have experience of writing grant applications but the right person needs to be able to complete sometimes lengthy application forms with accurate information and well written, compelling descriptions of Spread a Smile's work. The right person will be able to read simple accounts and be able to produce accurate project budgets to include in funding applications.

### **Data Management**

The Trusts Fundraiser needs to be an accurate collector and recorder of data on funders, with good attention to detail and the ability to use excel to store information about prospects, to generate mailers and to filter for data including task prompt dates.

Prior knowledge of how to use a fundraising database in order to log details of current funders and their donations would be an advantage.

### **Qualifying and prioritizing trusts**

Ability to research trust funding criteria online and quickly assess lengthy application guidelines to establish prospective funders and to prioritise which to apply to.

### **Managing a volunteer**

Ability to make the most of voluntary resources to help maintain an accurate and fully qualified pipeline of prospective funders.

### **Applications**

Ability to work with the team to mould compelling project proposals and costings from the work that Spread a Smile carries out and for possible future projects. This requires persuasive writing and an entrepreneurial spirit as well as the ability to collect a range of data on the nature of our work, the volume of work carried out and the impact of our work as well as a sound understanding of costs.

**Mailers or short applications**

Ability to generate mailers each month, using data from the pipeline, to trusts with upcoming trustee meetings. Ability to prepare word-perfect cover letters, accurately named and addressed, along with short and compelling funding request document.

**Longer applications**

Ability to gather a range of information on the charity and its work along with financial situation and complete long application procedures accurately and on time as well as liaising with the funder to provide any other necessary information and to meet or speak with the funders if necessary.

**Evaluation**

Work with the team to ensure that data is being collected accurately and fully in the way that your funders require for their grants. Work to improve evaluation methods.

**Reporting and thanking**

Make sure that funders feel appreciated, thanked and updated at all stages of their interaction with the charity, from initial grant agreement through to the end of grant report. Reports should be completed as funders specify and delivered on time – this will usually mean keeping abreast of evaluating figures during the grant period to make sure information is being collected.

You will be responsible for internal reporting on numbers of applications sent, grants applied for and income, plus updating annual report and contributing information on trust funders when necessary for social media or other communications.

The role reports to Director of Strategy and Communications.