

**Job Description**

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| **Job title:** | Head of Trusts & Foundation  |
| **Department:** | Advancement Office  |
| **Salary** | Grade 8 |
| **Responsible to:** | Director of Philanthropy  |
| **Responsible for:** | Trusts & Foundation Manager  |
| **Location:** | 2 South |

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| **Purpose of the job:** |
| Lead and manage fundraising efforts for university-wide priorities by securing philanthropic funds from trusts and foundations. Develop and oversee the whole fundraising portfolio, focusing on the top 25 prospects capable of major donations (£500K+), while also managing the Trust & Foundations Manager responsible for mid-level portfolio of prospects capable of donations between £500k and below, both in the UK and internationally. |

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| **Duties and Responsibilities:** |
| **Raise funds:** * Work to an agreed annual fundraising target commensurate with the seniority of the post.
* Identify and manage an overall trust and foundation portfolio of 100- 150 prospective donors; alongside the Director of Philanthropy leading on relationship management of the top 25.
* Develop and implement individual cultivation strategies and proposals, using available cases for support and developing bespoke cases where necessary, to secure £500+ plus gifts from the top 25 portfolio. This includes making direct asks in person and coaching senior University management to participate in solicitations on behalf of the university.
* Oversee the mid-level trust and portfolio of 100-125 prospects securing gifts of £25k-£500k.
* Work with the Stewardship and Communications Teams to create materials that support fundraising and relationship management.
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| **Manage relationships (internal and external):** * Frequent, proactive, and reactive, highly personalised (email, telephone and face-to-face) contact with prospective and current supporters, to build strong relationships, leading to asks for 6, 7 and 8 figure gifts (in face-to-face meetings and in writing).
* Work with colleagues across the University to identify opportunities and leads and bring gifts to fruition.
* Develop relationships with senior academics who are working on projects for which philanthropic support is sought, to know how projects are progressing and to ensure that the donors receive timely and appropriate information about the progress and outcome of projects / their gifts.
* Work closely with colleagues in the department and across the university, to establish a collaborative approach to prospect management and ensure that top prospects and donors are managed and approached in the most effective manner for the University’s overall benefit.
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| **Project Management and reporting:** * Monitor and maintain records and reports of fundraising activities to meet both internal and external requirements.
* Develop SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) targets, focus on multi-year gifts and incremental increases. Analyse performance, present results and put forward recommendations through briefings, presentations and written reports for the Director of Philanthropy and senior management.
* Use NXT to record/track progress of relationships with prospects and donors effectively and comprehensively, ensuring that all research, contacts, and communications are recorded fully and accurately.
* Manage and lead significant bids, using project management, influencing skills, and working collaboratively with other team members as needed.
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| **Leadership and Management**: * Act as a role model to other team members, support a motivational environment where people are challenged, developed, encouraged, and supported to achieve outstanding results.
* Work across the department to educate and upskill fundraisers, supporting them to build relationships with trusts and with making applications.
* Educate and upskill other fundraisers and champions across the University, to help them identify prospects, build relationships, and make asks to reach the income target for sustainability research.
* Act as liaison and representative for the department in meetings with other university colleagues and participate in relevant committees and groups.
* Act as an advocate for the work of the team and help build awareness of philanthropic funding that supports the work of the University.
* Lead on strategic-level conversations around emerging priority projects and key target funders with senior stakeholders from across the University.
* Line Manage the Trusts and Foundations Manager.
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| **Other*** The job may involve occasional evening and weekend work, for which time off in lieu can be claimed.
* You will from time to time be required to undertake other duties of a similar nature, appropriate to the grade and role, as reasonably required by your line manager.
* You are required to always follow all University policies and procedures and adhere to the highest standards of fundraising best practice and relevant legislation.
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**Person Specification: Code: AF – Application Form, I – Interview, T - Test**

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| Criteria | Essential | Desirable | Assessed by |
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| **Qualifications** |  |  |  |  |  |
| Educated to at least first-degree level or equivalent. |  | **P** |  **P** |  |  |
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| **Experience/Knowledge** | **P** |  |  |  |  |
| In-depth understanding of fundraising, especially from Trusts and Foundations.  | **P** |  | **P** |  |  |
| Have considerable experience of developing partnerships with Trusts & Foundations (or similar), raising 6 and 7 figure philanthropic gifts. | **P** |  | **P** | **P** |  |
| Experience of working with a range of stakeholders, in particular senior-level prospects, donors, and colleagues | **P** |  | **P** |  |  |
| Experience of translating complex themes and projects for a lay audience. | **P** |  | **P** |  | **P** |
| A strong awareness of “big picture” issues relating to the political, corporate and HE sectors, how these affect the Development agenda and how funders might seek to engage with the University. |  | **P** | **P** |  |  |
| A thorough understanding of all relevant legislation relating to data protection and fundraising best practice. |  | **P** | **P** | **P** |  |
| A good working knowledge of relationship management databases, ideally Raiser’s Edge NXT. |  | **P** | **P** |  |  |
| Experience or knowledge of fundraising in a Higher Education setting. |  | **P** | **P** |  |  |
| Experience or knowledge of fundraising in a Higher Education setting. |  | **P** | **P** |  |  |
| Line management experience, ideally within a trusts and foundations function. |  | **P** |  |  |  |
| **Skills** |  |  |  |  |  |
| Excellent time management skills, with the ability to prioritise a varied and diverse workload. | **P** |  | **P** |  |  |
| Ability to work independently, use initiative, and think creatively/ laterally. | **P** |  | **P** |  |  |
| Excellent attention to detail and accuracy. | **P** |  | **P** | **P** |  |
| Excellent bid writing skills, with the ability to convey complex ideas in an engaging way e.g., through proposal and report writing and data analysis. | **P** |  | **P** | **P** |  |
| Excellent IT skills, including components of Microsoft Office software | **P** |  | **P** |  |  |
| **Attributes/Personal Characteristics** |  |  |  |  |  |
| Excellent time management skills with the ability to prioritise a varied and diverse workload and to work independently with minimum supervision, calmly under pressure and to meet deadlines | **P** |  | **P** | **P** |  |
| Highly driven and goal orientated with an entrepreneurial approach | **P** |  | **P** | **P** |  |
| Proactive and positive approach, a willingness to take the lead in asking for financial support | **P** |  | **P** | **P** |  |
| Ability to deal with confidential matters and act with discretion | **P** |  | **P** |  |  |
| Ability and willingness to travel and occasionally to work at evenings or weekends | **P** |  | **P** |  |  |
| A strong belief in the importance of universities to society, coupled with an understanding of the need to diversify the funding base of these institutions, particularly with philanthropic support and wider corporate engagement | **P** |  | **P** | **P** |  |
| Confident and personable, able to communicate with colleagues at all levels. |  | **P** | **P** |  |  |

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| **Effective Behaviours Framework**The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.  |
| **Managing self and personal skills:**Willing and able to assess and apply own skills, abilities, and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships to drive up service standards.   |
| **Finding innovative solutions:**Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to innovative ideas. |
| **Using resources:**Making effective use of available resources, including people, information, networks, and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills, and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**Working co-operatively with others to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.  |
| **Achieving results:**Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.  |