

Job title:	Senior Fundraising Manager (Trusts, Foundations and Government)
Accountable to:	Director
Location:	Flexible, including working from home.
Salary:	£34,000 to £40,000 pro-rata (0.5 FTE)

Job Summary:

The Senior Manager – Trusts, Foundations and Government (TFG) is initially a part-time position (0.5 FTE) and will direct and lead TFG fundraising activities for Evidence Aid to maximise income and support for the Charity. In addition to this leading activity, this role has responsibility for researching and establishing a Major Donor’s programme for Evidence Aid. The Senior Manager - TFG is a central role in developing the organisation’s fundraising strategy and performance to achieve growing and sustainable income targets. This role will support the establishment of fundraising at Evidence Aid and build a strong fundraising culture within the organisation, including at board level.

Main Purpose:

To grow and maximise income from Trusts, Foundations and Government sources for Evidence Aid and to ensure that this fundraising delivers on, and where possible, exceeds its annual income targets by working in an exemplary manner with colleagues across the organisation and externally.

Specific Duties

Secure maximum income for all programmes run by the Charity by:

a. TFG activities

- Assist the Director in the strategic direction, planning and development of TFG fundraising activities.
- Lead on the development strategic partnerships with Trusts and Foundations to create new funding streams for activities that support the knowledge collation and translation for disasters, emergencies and humanitarian crises.
- Lead, manage and grow a portfolio of TFG income streams ensuring agreed income targets are achieved, and where possible are exceeded.
- Support the research and development of TFG income opportunities for Evidence Aid.
- Manage and maintain existing TFG relationships.
- Prepare grants and awards applications, formal presentations and reports for TFGs.
- Act as an ambassador for Evidence Aid, networking, as and when appropriate, to raise the profile of the charity within the TFG and international development sectors.

b. Major Donor activities

- Assist the Director in the strategic direction, planning and development of Major Donor fundraising activities.
- Lead on the creation of a Major Donor strategy for Evidence Aid and implement a clear action plan to secure income from this area of activity.
- Research and develop new ideas, proposals and potential income streams for Evidence Aid from Major Donors.

c. Other activities

- Secure matched funding opportunities for Evidence Aid activities wherever possible to ensure diverse and sustainable income streams for all areas of work.
- Research and understand the Social Investment and Payments by Results market, where relevant and appropriate for Evidence Aid, and ensure that as an organisation we have the appropriate systems, procedures and processes in place to secure such income streams.
- Work with colleagues, the Board of trustees, and others to maximise fundraising opportunities.
- Support the development of, and initiate ideas for future fundraising events.
- Ensure that all fundraising projects and activities are carried out in a manner which follows best practice and is compliant with all current legislation.
- Contribute as required to the wider work of the team.
- Act in a manner that is in keeping with Evidence Aid's values.
- Undertake any other duties as required and commensurate with the level of this post.

Confidentiality

The postholder will have access to confidential information and is expected to ensure that the highest level of confidentiality is maintained at all times.

Person specification: Senior Manager - Trusts, Foundations & Government

Requirement	Essential and shortlist criteria	Desirable and assessed at interview
Education	<ul style="list-style-type: none"> • Graduate level or equivalent proven experience. 	
Experience	<ul style="list-style-type: none"> • Excellent demonstrable experience in making applications to Trusts, Foundations and Statutory funding bodies. • Experience of establishing the fundraising function in an organisation and building a robust fundraising culture across an organisation. • Excellent demonstrable experience of securing large scale strategic grants and contracts with a value of £250,000 plus. • Demonstrable experience of successfully conducting negotiations. • Demonstrable experience of meeting challenging targets. • Research experience, preferably gained in the voluntary sector. • Demonstrable experience of developing relationships with funding bodies. • Working on own initiative and as part of a team. 	<ul style="list-style-type: none"> • Online communications. • Understanding of international aid and development and experience of working in this sector. • Experience of people management at appropriate level. • Experience of delivering a Major Donors programme.
Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Excellent negotiation and presentation skills. • Strong leadership skills. • Computer literacy in the Microsoft suite of programs. • Numeracy particularly the ability to produce financial budgets and reports. • Familiarity with databases. • Research techniques accessing a range of sources (written, Internet, personal contacts etc.). 	

	<ul style="list-style-type: none"> • Efficient and organised approach to a varied work programme and the ability to successfully prioritise a range of competing tasks. • Excellent attention to detail. • Ability to work to deadlines. • Familiarity with fundraising databases. • Ability to work as part of team and on own initiative. 	
Knowledge and understanding	<ul style="list-style-type: none"> • Clear understanding of the structure, criteria and process of different forms of TFG fundraising. • Clear understanding of utilising research techniques for fundraising applications. • Clear understanding of Major Gifts Fundraising. • Clear understanding of project planning and development tools and approaches. • Nature of voluntary sector, including funding issues. • Understanding the issues facing the humanitarian sector. • IT literate (Microsoft suite of programs). • Understanding of confidentiality. • Understanding of equal opportunities and diversity. 	<ul style="list-style-type: none"> • Good understanding of EU Grant distributors • Understanding of US trusts and foundations market and how to access US funding from the UK.
Personal attributes	<ul style="list-style-type: none"> • Well motivated and target-orientated - results driven. • Determined and diplomatic. • Strategic thinker. • Ability to seize opportunities and act on own initiative. • Ability to develop an appreciation of a wider organisational picture. • Excellent interpersonal skills and willingness to work as part of a small team. • Able to deal confidently with a range of diverse people including those at as senior level within organisations. • Able to network effectively. • Flexibility within a changing environment. • Keen to develop a career in fundraising. 	

