



**Trusts and Foundations Manager
Candidate Information Pack**



A message from the Director of Fundraising

Did you know that the average woman diagnosed with ovarian cancer has a higher chance of dying than surviving? Or that survival rates for women with ovarian cancer now are where survival rates for those affected by breast cancer were 50 years ago?

Don't worry if you didn't know that; you're not the only one. One of our supporters once told us 'It's not that ovarian cancer is a silent killer, it's that people don't listen'. This is typical for so many women's health issues including ovarian cancer; women often feel overlooked when they have symptoms and once diagnosed, they have limited treatment options and soon run out of choices,

We know change is possible. Funding for other cancers like prostate, bowel and brain cancer are slowly benefiting from increased investment in research. The fact that there is a mammogram to detect breast cancer and a smear test to detect cervical cancer is proof that research can change the odds of survival. We are determined to drive that same change for ovarian cancer.

We have had some great successes over the last few years despite the challenges the charity sector has experienced, but we are ambitious to do so much more, and our new three-year strategy sets the bar high for growth.

We believe significant progress and focus on research is what will save women's lives. Our Centre at Imperial College (Ovarian Cancer Action Research Centre – OCARC) and our other research programmes around the UK have world class researchers looking to accelerate progress into new treatments for women with ovarian cancer and ultimately find a screening test, so women can detect their cancer earlier. OCARC is one of a handful of global centres of excellence for ovarian cancer research, led by the best and collaborating with the best in the UK and globally and we have bold, exciting ambitions to scale up our impact for women with ovarian cancer. We believe these ambitions represent an exciting opportunity for funders to be part of a new decade of success to increase survival of ovarian cancer.

High value income is an important part of our research ambitions and overall growth plan. We have had some good results to date, but we know we can and will achieve more. We are clear on the opportunity and what needs to be strengthened and focused on moving forward and a key part of that is to secure an expert fundraiser with a passion for all things Trusts and Foundations.

You will come in to build our base of existing funders and pipeline of opportunity but importantly shape the future direction and improved ways of working for this important income area, working closely across Senior Leadership, Philanthropy and Corporate Managers to maximise impact. At the heart of your experience and approach will be great stakeholder management and stewardship (internal and external) and a great ability to opportunity spot and react to the motivations and needs of funders.

If this sounds like you, I would love to hear from you. You would be joining a dynamic and ambitious fundraising team that I take huge delight in leading and supporting, so together we can raise more money to invest in the groundbreaking research that will lead to new treatments and ultimately improve survival of this terrible disease.

I look forward to hearing from you soon.

A handwritten signature in black ink that reads "V Bednall". The signature is written in a cursive, flowing style.

Vicki Bednall, Director of Fundraising

About Ovarian Cancer Action (OCA)

The odds are against women with ovarian cancer surviving more than 5 and 10 years. In fact, only 3 in 10 women diagnosed with ovarian cancer live beyond 10 years. It's unacceptable. With more and more women predicted to get ovarian cancer over that period, it's vital we make faster progress to reach a vision of ovarian cancer being survivable for all women.

In fact, we're so determined, that we're supercharging our ambitions; to transform survival rates so by 2032 at least half of women with ovarian cancer live for 10 years. And we're focused on driving improvements in three key areas:

- **Breakthroughs** – we need to develop ground-breaking new treatments, be on the path to a screening programme and build better care pathways to give patients more options to get rid of their cancer or keep it under control for as long as possible. We've invested over £12 million in pioneering scientific and clinical research to build breakthroughs since our inception in 2006, more than any other ovarian cancer charity. But we need to make giant leaps now, not small steps.
- **Knowledge** – shockingly, only 1 in 10 women know the main symptoms of ovarian cancer. We can save thousands more lives by equipping people with the information that can prevent ovarian cancer in those at highest risk and diagnose ovarian cancer in others as early as possible. Our lifesaving awareness campaigns need to reach more women, health professionals and higher risk communities to cut through the noise and change the future for women of today and tomorrow.
- **Equality** – we must make sure that women are able to access the best care and information regardless of age, ethnicity, or location, to have the best chance of survival. In 2020, we bid for and secured £1.2m from the Tampon Tax Fund to deliver our game changing 'IMPROVE UK' project. In partnership with the British Gynaecological Cancer Society, this project is tackling severe regional and systemic inequalities in outcomes experienced by patients. This can lead to immediate transformation in our health care systems for women with ovarian cancer.

Progress has been made over last 30 years, but it's not enough. Ovarian cancer is an incredibly complex disease with shockingly low survival rates. The Covid pandemic and Brexit has made the situation worse for patients and has also affected the UK research community over the last few years. We must accelerate progress, so we see the same fast and consistent improvements in ovarian cancer as we've seen in prostate and breast cancer.

We have a huge challenge on our hands, so we need people up for this challenge. People who bring determination, passion, commitment, and creativity that can turn the tide on ovarian cancer. We have a new five-year strategy, a renewed focus on research and ambitious plans to drive forward progress at a faster pace. Can you hit the ground running?

[Watch this video to learn more about what we do and the impact we have.....](#)



Summary of the Trusts and Foundations Role

Are you ready to join an ambitious, successful, and growing fundraising team? We are seeking an individual who has strong experience in both growing and stewarding trusts, grants and high-value income, who will play a pivotal role in driving income from trusts and foundations and setting the future growth course for this key department.

You will play an influential role within our Fundraising Team and wider organisation, responsible for shaping and delivering the trusts and foundations strategy, priorities and ambitious growth plans.

Your role will be focused on championing and evidencing sector best practice, tailored stewardship and account management and effective internal influencing and collaboration in order to maximise impact and outcomes for OCA and funders.

We are looking for someone who.....

- Has demonstrable experience in developing, managing, and driving income from trusts and foundations, coupled with a creative and systematic approach to increasing income from this source.
- Is effective in and aspires to work across the team and wider organisation to enable and deliver an excellent fund management approach, as well as spearheading collaborative cross-team working to strengthen funder and financial outcomes.
- Seeks an exciting opportunity to lead and build a trusts and grants programme for this important area of women's health.

This represents a fantastic opportunity for a highly motivated individual to make a tangible impact, contributing to OCA's continued growth and success. Join us in our mission to drive positive change and create lasting impact for women with ovarian cancer.

Job Description

Reports to:	Director of Fundraising
Functional team:	Fundraising
Main working relationships:	Philanthropy Manager, Corporate Fundraising Manager, Head of Charitable Activities and Research, Grants & Impact Manager, Head of Finance and Operations, CEO.

Main purpose of the role:

The Trusts and Foundations Manager will lead on managing and developing a trusts and foundations income strategy, delivering exemplary cultivation and stewardship to drive donor loyalty, income opportunities, and long-term growth and sustainability.

You will be a part of the Fundraising Management Team, delivering robust financial planning, reporting, and spearheading relevant cross team project work, as well as working with Director of Fundraising to identify opportunities and tactics to strengthen and grow the portfolio.

Scope of the role:

- **Growth & Delivery:** Lead on the planning and delivery of OCA's Trusts and Foundations priorities activities to meet annual income targets, with a focus on excellent stewardship and fund management to ensure retention and increase donor loyalty.
- **Supporter Engagement:** Lead the account management and stewardship of funders, ensuring buy-in and relevant involvement from key internal stakeholders. Ensure consistency, efficiency and personalisation for supporters appropriate to the levels of giving.

- **Leadership:** Contribute as part of the Fundraising Management Team to robust financial planning, management and reporting of income and expenditure, providing excellent leadership and line management to any line reports.
- **Strategy & Opportunity:** Work with the Director of Fundraising to develop and deliver a longer-term focus to Trusts and Foundations fundraising, including a focus on securing sustainable (multi-year) and transformational income opportunities.

Key areas of responsibility:

Growth & Delivery: Lead on the planning and delivery of OCA's Trusts and Foundations strategy to meet annual income targets, with a focus on excellent stewardship to ensure retention and increase donor loyalty,

- Plan, research and manage a robust pipeline of warm and new funders, managing an annual programme of personalised applications and required reports to meet annual income targets.
- Work closely with the Director of Fundraising and CEO to deliver a confident, informed and collaborative approach to high value funders, accounts and stakeholders.
- Ensure all activities are undertaken to agreed standards and protocols and comply with relevant legislation and best practice guidelines.

Supporter Engagement: Lead the account management and stewardship of funders, ensuring buy-in and relevant involvement from key internal stakeholders. Ensure consistency, efficiency and personalisation for supporters appropriate to the levels of giving.

- Build excellent funder relationships through personalised account management tactics and tools, developing consistent, tailored stewardship journeys appropriate for the level of giving.
- Develop effective working relationships with key internal stakeholders to enable excellent account management and ensuring the work of the Trusts and Foundations Manager is understood and actively supported where appropriate.
- Work closely with the Philanthropy Manager to ensure relevant relationship development is maximised.
- Maintain accurate, up to date supporter records on the CRM system (Raiser's Edge) and look to ways of developing the system to Pipeline development, analysis and reporting.

Leadership: Contribute as part of the Fundraising Management Team to robust financial planning, management and reporting of income and expenditure, providing excellent leadership and line management to any line reports.

- Work collaboratively across OCA to create compelling, persuasive and competitive and audience-tailored funding propositions for the charity's priority research, awareness and campaigning work.
- Work with the Director of Fundraising to manage income and expenditure budgets, accurately forecasting and reporting on budgets and KPIs for relevant meetings
- Work with Director of Fundraising and other function heads to contribute to wider team planning and priorities, as well as project management of any assigned cross-team working projects.

Strategy & Opportunity: Work with the Director of Fundraising to develop and deliver a longer-term focus to Trusts and Foundations fundraising, including a focus on securing sustainable (multi-year) and transformational income opportunities.

- Develop a trusts and foundations strategy to contribute to increase income in line with Ovarian Cancer Action's growth plans.
- Keep abreast of developments in the wider sector by liaison with counterparts from other charities and across the charity sector.

And any other duties that are within the scope and remit of the role and as agreed with your manager.

Person Specification

About our ideal person and their required experience and skills:

At Ovarian Cancer Action, we all have different backgrounds, ways of working and areas of expertise. But what we share is passion, ambition, and commitment. This means that your attitude to your work and fellow team members is just as important as your skills and abilities.

What experience we're looking for:

Essential

- Must have a proven track record of successfully working in a bid writing, trust funding or similar role for at least the last five years.
- Must have a proven record of securing annual income budgets of £200,000+ and demonstrate year on year growth impact.
- Demonstrate sound knowledge of trusts and foundations approaches and methods, and how to use these to maximum effect.
- Excellent research skills and demonstrable experience of using critical analysis to improve funding / relationship outcomes.
- Ability to write effective proposal documents which are concise and compelling and convey the correct message for the charity and the funder.
- Proven experience of achieving/exceeding in the not-for-profit sector.
- Must have strong account management experience and be able to demonstrate tactics and impact.
- Experience of forward planning and experience of working with income and expenditure budgets.
- Experience of liaising with and managing internal stakeholders to funder needs and goals.
- Experience of planning and delivering both simple and complex projects to a high standard.
- Must be experienced in the use of Microsoft Outlook, Word, Publisher, Excel and Databases.

Desirable

- Experience of working in a medical research charity with the ability to understand scientific reports.
- Technical or science background to understand complex science and translate into simple lay language.
- Experience of securing and delivering against complex restricted grants
- Experience of securing and delivering against £100k+ (per annum) grants and transformational funding bids and opportunities.
- Experience of submitting and securing statutory funding bids.

What skills and attributes we are looking for:

- Enthusiastic and passionate about the aims of the charity.
- Self-motivated and can work independently.
- Optimistic outlook, focusing on solutions.
- Excellent communication and interpersonal skills.
- Good negotiating and influencing skills.
- Strong networking skills, relationship building and management skills.
- Energised by working as part of a high-performance team.
- Brings a positive, friendly, calm, professional and helpful disposition to the team.
- Adaptable and flexible work approach, open to change.

- Excellent time management and organisational skills, as will often have to be working on more than one project at a time and must be able to prioritise workload.
- Demonstrates an understanding of the importance of confidentiality.
- Flexible to the needs of the post e.g., may require working outside of normal working hours.

What kind of person we're looking for:

- Enthusiastic and passionate about the aims of the charity.
- Self-motivated, relishes a challenge and can work independently.
- Optimistic outlook, focusing on solutions.
- Energized by working as part of a high-performance team.
- Brings a positive, friendly, calm, professional and helpful disposition to the team.
- Adaptable and flexible work approach, open to change.
- Flexible to the needs of the post e.g., may require working outside of normal working hours.
- You recognise that having a growth mindset is essential for personal and professional development and are committed to learning from both successes and failures to improve skills and contribute effectively.

Additional Details

Salary: Circa £47k per annum (dependant on experience)

Contract type: This is a permanent, full-time contract. However, we are open to a variety of working patterns and welcome the opportunity to discuss this with candidates. If flexibility is your preference, then a paragraph about how this could work well for you in your supporting statement would be helpful.

Place of work: This role is hybrid with 40% office based in City Road near Old Street underground station. The nature of the role will require ad hoc work outside regular office hours at charity events (with time off in return).

Our Benefits and Flexible Working:

- Flexible working: At OCA we strive to be a place where the best people do their best work. To support you in doing just that we take a pro-active approach to the conversations we have with staff and candidates around working patterns. We are therefore open to considering a variety of flexible working options, welcoming these discussions right from the application stage through to the different stages of life and career, supporting the changing needs of your work-life balance.
- Annual leave: We offer much more than the statutory amount of annual leave. In addition to 25 days annual leave and 8 days of public holidays per year, 3 days are also given to be taken between Christmas and New year, so that in total you can receive up to 36 days paid leave.
- Employer and employee contributory pension: OCA offers a generous pension scheme above the statutory minimum requirement.
- Healthcare plan: To support your health and wellbeing, we have partnered with Simplyhealth to offer cash back on a range of healthcare services, as well as access to a 24-hour free GP phone line and counselling service.
- Gym discounts: As part of the OCA healthcare plan you will be able to claim discount on gym membership at participating gyms.
- Eye test and financial support with glasses if needed when using a VDU at work.

- Maternity and paternity pay: The early days of raising a family are so important; you need time to adjust to the physical, emotional and practical changes. To support this, we offer additional enhanced maternity and paternity pay for eligible employees.
- Training and development opportunities: We want everyone at OCA to have a growth mindset, always striving to improve and not worried about failure. We are therefore always looking for ways to support and encourage you to grow alongside OCA as the charity grows and will work on an individualised learning and development plan for you each year.
- Employee Assistance programme: Your well-being is important to us and to help support this our employees and their direct family have access to a 24-hour confidential and free Employee Assistance Programme phone line to support personal and work-related issues.
- Social events for the team: We believe work should be fun and to have the opportunity to enjoy the great team we work with. To give you a flavour of this, please ask how our guided tour around the East End of London went, highlighting how women were involved in the area's vibrant history.

Our commitment to equality, diversity, and inclusion:

We are committed to actively promoting equality, diversity and inclusivity and welcome enquiries and applications from underrepresented groups, including minoritised communities and applicants with disabilities. At Ovarian Cancer Action, we firmly believe that embracing diversity, promoting equality, and fostering inclusivity are not just buzzwords but essential values that drive our success. We understand that a diverse workforce brings together unique perspectives, experiences, and talents, which ultimately fuels innovation and enhances our ability to better serve the communities we serve and work with.

How to Apply

If this sounds like the role for you, we'd love for you to apply with the following:

- Tell us why you think this role is for you and what makes you stand out. Naturally, we'd love to hear about your experience, your highlights, what you've learnt in your career, what you want and need to learn. (Ideally no more than a page).
- Your latest CV.

The deadline for the role is Monday 6th May 2024. Applications to be send to jobs@ovarian.org.uk.

Interview dates: First virtual interviews will take place in the week commencing 13th May. For those progressing further, second in-person interviews will take place at the London office of OCA in the week commencing 21st May.

Please note we will be assessing applications as soon as they come in, so please apply early.