

Trusts Manager

Salary: £30,000 - £32,000, depending on experience

Start date: As soon as possible

Job status: Permanent, full-time

Location: Camden, London, office-based role

Deadline for applications: 25th February 2019

Job Description

We're on a mission to take action against the UK's most deadly gynaecological disease. A disease that kills someone every two hours. A disease that robs families of mothers, daughters, sisters, partners and friends. We're fighting for a world without ovarian cancer by campaigning and championing this underserved cause and by funding scientists on the front line to mobilising millions of people across the UK to take action. Our charity is on an ambitious journey to significantly increase awareness of the disease and funding into scientific research. By joining Ovarian Cancer Action, you are joining a movement that is taking action to save lives.

1.	Main purpose of the job	
	<p>We are looking for a talented, well-organised, relationship builder and bid writer to grow income for the organisation from trusts and foundations. This role will be pivotal in driving income from trusts and foundations to achieve our ambitions of funding more, innovative, and game-changing research, and impactful awareness campaigns. The winning candidate will develop a strategy to increase partnerships with trusts and foundations and manage the process from writing applications to stewarding relationships.</p> <p>The post forms part of the Fundraising Team which is comprised of Corporate, Challenge Events, Trusts & Foundations, Major Donor, Individual Giving and Community Fundraising. This role will play an important part in driving forward further growth and helping to build a sustainable base of long-term fundraising support for the charity's work.</p>	
2.	Position in organisation	
	Reports to	Head of Fundraising
	Main charity relationships	Head of Fundraising, Research Manager, Health Education Manager, the wider fundraising team and our patient volunteers
	Contacts/ stakeholders	Trustees, trust managers and administrators
3.	Scope of the job and key areas of responsibility	

	<ul style="list-style-type: none"> • Develop a strategy to increase partnerships with trusts and foundations to deliver the charity’s ambitious goals of funding game-changing research and impactful awareness campaigns. • Create well-written, impactful, competitive and audience-appropriate funding propositions for the organisation’s research, awareness and campaigning work to drive acquisition of income from charitable trusts and foundations. • Identify and research new funding opportunities to maintain our annual programme of monthly applications, thereby creating a pipeline of multi-level income opportunities. • Secure an annual income budget of £250,000 +. Expertly relationship-manage both existing and new trust and foundation relationships, influencing and motivating them to give financial support and inspiring them to make introductions to networks and peers who might do the same. • Representation of the charity and its key strategic objectives to external stakeholders, verbally articulating the research and awareness work with accuracy and confidence. • Management of revenue and expenditure budgets within approved limits. • Develop effective working relationships with senior staff, scientists and trustees. • Maintain accurate records on the charity’s database and work with the Database Officer to implement data processes to streamline administration. • Ensure that all fundraising activities comply with the Institute of Fundraising’s Code of Fundraising Practice and the Fundraising Regulator’s Fundraising Promise. • Undertake other duties to assist colleagues in the Fundraising team, for example at key fundraising events, as may from time to time be required.
4.	<p>Skills and experience</p> <p>Required:</p> <ul style="list-style-type: none"> • At least five years working in a bid writing, trust fundraising or similar role. • Excellent communication skills, both written and verbal. • Excellent interpersonal skills and ability to build strong relationships with individuals and trusts. • Excellent research skills and critical analysis to ensure effective matching of our funding priorities to trusts’ giving criteria. • Ability to work autonomously, manage own workload through effective prioritising, organising, planning and scheduling of activities. • Good IT skills (Word, Excel, Outlook). • Experience of managing relationships at all levels. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working in a medical research charity with the ability to understand scientific reports.

	<ul style="list-style-type: none"> • Technical or science background to understand complex science and translate into simple lay language. • Educated to degree level or equivalent. <p>Personal qualities</p> <ul style="list-style-type: none"> • Flexible, tenacious and driven to succeed • Enthusiastic, energetic, highly motivated and a positive attitude • Tact, diplomacy and an ability to maintain confidentiality • Ability to work cross-functionally and be self-motivated.
5.	<p>How to apply</p> <p>Please send your CV and a cover letter to emily@ovarian.org.uk by 25th February 2019. If you have any questions about the role, please contact us on 020 7380 1730.</p>

This job description does not form part of your contract of employment. The duties laid down in this job description may change from time to time following a review and in consultation between post holder and Chief Executive.