

Position: Trusts Manager **April 2019**

Salary: £30,000- £32,000 per annum (dependant on experience)

Start date: Immediate start

Contract type: Permanent, full time; Monday- Friday (5 days) 9am-5:30pm

Occasionally work outside regular office hours at charity awareness and fundraising events on evenings and weekends (with time off in return)

About Ovarian Cancer Action:

Ovarian Cancer Action (OCA) was founded in 2006, with a single purpose: to fund research to prevent women dying from ovarian cancer. We fund world-class scientific research leading to innovative treatments and progressive solutions. We campaign to ensure women and healthcare providers know the risk factors, symptoms and treatment options to enable informed and rapid action. Despite being the UK's deadliest gynaecological cancer, the sixth most common cancer in women, claiming a woman's life every two hours, ovarian cancer remains an underfunded and overlooked condition. And that's not ok with us. In fact, diseases like breast cancer had better survival rates five decades ago than ovarian cancer does in 2019. That's why we raise awareness of the disease amongst healthcare professionals and the general public, fight to put women's health firmly on the political agenda, and campaign for change.

We are based at 8-12 Camden High Street, London, NW1 0JH. Our office based team is made up of 20 dedicated and passionate staff members plus volunteers, all of whom work hard to spread our message, campaign for change, and generate the vital funds we need to support the scientific innovators who will help beat ovarian cancer. We have a broad network of vital supporters, from community fundraisers and corporate partners, to our family of Voices who champion the cause across the UK.

Our mission is to stop women dying of ovarian cancer but we can't do it alone. We mobilise people to take action, to spread the word, to tell their stories, and raise the vital funds we need to beat the disease once and for all.

About the Trusts Manager

We are looking for a talented, well organised, relationship builder and bid writer to grow income and drive growth for the charity from trusts and foundations. The main purpose of the Trusts Manager is to develop and implement a trusts and foundations strategy to increase partnerships and manage the process from writing applications to stewarding relationships. A key deliverable of the role is to drive income to achieve our ambitious goals of funding more, innovative, and game-changing research, and the most impactful awareness campaigns. We are looking for the right Trusts Manager who is committed to building a solid base of sustainable, long- term support for the charity's work.

Our Fundraising team is committed and dedicated to exceeding income targets to drive forward our ambitious strategy of growth because we believe women with Ovarian Cancer deserve better. If you are keen to be a key member of the fundraising team who are also proactive and developing as a team, you will need to be a supportive and trusted team member.

Position in organisation:

Reports to: Head of Fundraising

Main working relationships:

Head of Fundraising, other members of the Fundraising team and our Patient Volunteers

Direct stakeholders:

Trustees, Trust Managers, Administrators

Key responsibilities:

Strategic Development:

- Develop a trusts and foundations strategy to contribute to and deliver the charity's ambitious goals of funding more, innovative, and game-changing research, and the most impactful awareness campaigns.

New Business:

- Identify and research new funding opportunities to maintain our annual programme of monthly applications, thereby creating a pipeline of multi-level opportunities.
- Develop a well-researched pipeline of prospect donors by exploring our existing database, and work with senior management and senior volunteers to identify new prospects.
- Secure annual income of £250,000+, and growing the pipeline year on year.
- Work with the Head of Fundraising to manage income and expenditure budgets, accurately forecasting and reporting on budgets for Board meetings.
- Monitor, analyse and report on income and expenditure variances to support the month end forecasting process. Identify shortfalls in performance and with support from the Head of Fundraising, prepare and implement contingency plans to ensure financial targets are met.

Account/ Relationship Management:

- 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.
- Develop effective working relationships with senior staff, scientists, and trustees, all of whom will play a role in the relationship management of trusts and foundations.
- Represent the charity and its key strategic objectives to external stakeholders, verbally articulating the research and awareness work with accuracy and confidence.
- Maintain accurate records on the charity's database and work with the Database Officer to implement data processes to streamline administration support relationship management.

Fundraising:

- Ensure that all fundraising activity complies with best practice, the Institute of Fundraising Code of Fundraising Practice and all relevant legislation.
- Create well-written, impactful, and competitive and audience-appropriate funding propositions for the charity's research, awareness and campaigning work to drive acquisition of income from charitable trusts and foundations.
- Act as the main contact for trusts and foundations enquiries.
- Manage the administration of fundraising, ensuring comprehensive and accurate record keeping.
- Keep abreast of developments in the wider sector by liaison with counterparts from other charities and across the charity sector.

About the ideal person and their required experience and skills:

Career experience:

- 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+.

- Experience of working as part of a high performing team.

Trusts and Foundations Fundraising

- Demonstrate sound knowledge of trusts and foundations approaches, methods, channels and an understanding of when to use which approach for the benefit of the charity and the organisation.
- Excellent research skills and critical analysis to ensure effective matching of our funding priorities to trust's giving criteria.
- Ability to write effective proposal documents which are concise and convey the correct message for the charity.
- Demonstrates an understanding of the importance of confidentiality.

Finance Management:

- Proven experience of achieving/exceeding in the not for profit sector.
- Experience of forward planning and experience of working with income and expenditure budgets.
- Demonstrate a high level of commercial awareness and professionalism.

Project Management:

- Experience of planning and delivering both simple and complex projects to a high standard.
- 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.
- The ability to think logically, use initiative and work without supervision.

Interpersonal skills

- Excellent communication and interpersonal skills.
- Excellent negotiating and influencing skills.
- Excellent networking skills, relationship building and management skills.
- Work well within a team and have a positive, friendly, calm, professional and helpful disposition.
- Solid experience of managing collaborative relationships in all levels of the charity.
- Must be flexible to the needs of the post as this will require working outside of normal working hours.

Other:

- Computer skills – 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

Personal Qualities

- Flexible, tenacious and driven to succeed
- Enthusiastic, highly motivated and a positive attitude
- Tact, diplomacy and an ability to maintain confidentiality

Benefits:

- 25 days annual holiday leave
(In addition, you will receive three non-contractual days leave due to the office closure between Christmas and New Year).
- Pension scheme with People's Pension (employee contribution 5%, employer contribution 3%).
- 24 hour confidential and free Employee Assistance Program to support you with both personal and work- related issues, and if required, confidential counselling sessions.

- Training and Development opportunities.
- Eye test and financial support with glasses if required.
- Interest free season ticket loans.
- Weekly free fruit, tea, and coffee.
- Social events for the team.

Recruitment process:

Thank you for your interest in this role. We would like to invite you to apply to work with us, by sending a short cover letter (no more than a page) of why you are interested in working with OCA. Along with this, please send a copy of your latest CV to jobs@ovarian.org.uk. Please also take a look at our website www.ovarian.org.uk for more details about what we do.

Our deadline for the role is Friday 26th April, however we may contact you sooner to discuss the role if you meet the requirements, so please send your application in beforehand. If we find a suitable candidate to carry out the role, we reserve the right to end the recruitment process earlier than Friday 26th April. We will aim to respond to each applicant, however if you do not hear from us within 10 working days of the deadline, we will not be considering you for this role, however we encourage you to keep updated with our vacancies on our website, or through our various social media activities..

If you have any questions regarding this role, please email jobs@ovarian.org.uk, quoting the job title in the email heading.