**JOB DESCRIPTION**

**Role:** **Trusts and Philanthropy Manager**

**Location:** Work from home / Occasional travel

**Hours:** Full time, 37 hours a week

**Salary:** £43,680

**Reporting to:**  Head of Fundraising

**Main purpose and scope of the job**

SignHealth is the health charity run by deaf people for deaf people. We are passionate about ending the health inequality that deaf people currently face.

We have ambitious plans for the future and are looking for a talented fundraiser to join a growing team. We want to be a leading force in removing the barriers deaf people face and provide specialist deaf-led services in mental health, domestic abuse and social care.

You will work closely with the Head of Fundraising. You will be responsible for building a foundation of support within the grant-giving community, and you will cultivate and develop strong relationships with grant givers to grow our income to support our organisational aims.

SignHealth has already begun to grow income from grantmakers and we have successfully secured multi-year grants from discerning funders including the National Lottery Community Fund, #iwill Fund, Esmee Fairbairn and the City Bridge Trust. We have a number of robust cases for support developed for our key funding priorities. You will be building on this work to grow income in this area through identifying suitable prospects; preparing detailed cases for support; crafting tailored applications; stewarding relationships and preparing reports.

The role will suit an experienced trust fundraiser who has excellent writing skills, a keen eye for detail and a passion for building relationships. You will be able to identify strategic opportunities; account manage five and six figure multi year grants and be the voice of trust fundraising within SignHealth.

By cultivating and stewarding relationships with high-net-worth individuals and new corporate partners, you will help lay the foundations for the SignHealth to establish a new income stream. This will include preparing tailored proposals, presentations and communications for potential donors as well as building personalised engagement and stewardship plans to foster long-term donor relationships.

We will also look to you to manage stakeholder reporting, monitor sector trends and develop mutual beneficial business relationships with organisations and potential partners.

For this role, you must have strong experience or knowledge of successful bid writing and securing funding from a range of sources, including trusts and foundations. Effective at donor engagement and relationship management, you will have a strong understanding of philanthropic trends and fundraising strategies. You will demonstrate the ability to develop and implement successful fundraising initiatives and processes too.

**Duties and key responsibilities**

Responsibility for fundraising from philanthropic grant makers, corporates and major donors. The combined target for 2025/26 is £780,000, of which 40% is currently secured. There is potential opportunity for line-management of a Fundraising Officer role.

You will:

* Secure income for SignHealth by creating and submitting high-quality, tailored proposals to trusts and foundations.
* Develop an annual portfolio of cases for support for each key funding priority. Guiding and coaching project delivery teams to provide the necessary information for funders.
* Research and identify prospective funders that match SignHealth’s aims and objectives.
* Manage a portfolio of existing and prospective charitable trusts and foundations, ensuring excellent relationship management and engaging cultivation and stewardship.
* Liaise with project delivery teams to gather information, stories and statistics to support applications and reports.
* Identify, cultivate and steward opportunities with corporate foundations and partners.
* Ensure robust record keeping of communication and donor wishes across our CRM system, our funding plan and internal folders.
* Support the setting of project budgets and providing realistic forecast income.
* Report on income and other key performance indicators (KPIs) on a monthly basis, providing updated forecasts.
* Work collaboratively across the fundraising team, supporting other fundraising activity, as needed, to maximise our influence and impact.

**Person Specification**

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| **Experience** | **Essential/Desirable** |
| Significant experience of trust fundraising inclusive of prospect research, bid writing, reporting and prospect research | Essential |
| Experience of trust fundraising for a health, social care or disability cause | Desirable |
| Demonstrable experience of developing cases for support for new and existing projects | Essential |
| Experience of cultivating and building relationships with corporate foundations and partners | Essential |
| Track record of securing six figure grants from trusts and foundations | Essential |
| Experience of managing budgets, monitoring and forecasting income and expenditure, identifying possible shortfalls and overspends | Desirable |
| Experience of fundraising from other income streams, including community, major donors or events | Desirable |
| Experience of managing staff | Desirable |
| **Skills** |  |
| BSL skills and lived experience of being Deaf | Desirable |
| Excellent written communication skills | Essential |
| Ability to work on own initiative and within a team | Essential |
| Excellent knowledge of Microsoft Office and other relevant programmes such as CRMs  | Essential |
| Excellent research skills with the ability to identify prospective new funders and gather data | Essential |
| Ability to understand and interpret complex information and financial data | Essential |
| Exceptional organisational skills with the ability to prioritise a varied workload | Essential |
| **Knowledge** |  |
| Knowledge of fundraising regulations, GDPR and other legislation | Essential |
| Knowledge of SignHealth’s activities  | Desirable |
| Understanding of the current grant funding landscape | Essential |
| **Commitment** |  |
| A commitment to promoting and protecting SignHealth’s values  | Essential |

**Our commitment to diversity**

SignHealth is committed to providing equal opportunities for everyone regardless of their background. We know that people from certain backgrounds are under-represented in charitable and third sector organisations and we’re committed to doing what we can to correct this.

We are particularly keen to receive applications from people of colour, disabled people, people who identify as LGTBQIA, people who have a mental health condition and people who are from less advantaged socioeconomic groups.