

## Trusts and Foundations Manager - Marketing - Grade G

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### Job Description

#### **Purpose**

To be responsible for maximising income from charitable trusts and foundations to support a range of University projects, including research initiatives, scholarships, capital developments, and community outreach programmes.

To work closely with academic and administrative colleagues across the University to identify funding opportunities, develop compelling proposals, and build long-term relationships with key funding bodies.

#### **Duties**

1. Develop and implement a Charitable Trusts and Foundations Plan to secure significant funding from trusts and foundations, aligned with the University's goals and priorities.
2. Operationalise fundraising targets for trusts and foundations to meet ambitious KPIs in terms of both the value and volume of submissions.
3. Lead the identification of new trust and foundation funding prospects and assess their alignment with University projects.
4. Build and maintaining a comprehensive database of potential funders.
5. Lead the development of high-quality, tailored funding proposals, ensuring all applications meet funders' guidelines, objectives, and criteria. Craft compelling cases for support in collaboration with academic departments.
6. Be the key liaison between funders and the University, cultivating and managing relationships with existing and prospective trust and foundation donors, maintaining regular communication, and providing updates on the impact of their funding.
7. Oversee the administration of successful grants, ensuring compliance with funders' requirements, timely reporting, and effective stewardship.
8. Liaise with academics, researchers, and professional service colleagues to understand project needs and provide guidance on funding strategies.
9. Track progress of funded projects, ensuring successful delivery of outcomes and capturing data for reporting purposes.
10. Be the team specialist on fundraising from charitable trusts and foundations, acting as the main point of contact for queries from internal colleagues, students and from the funders.
11. Represent the University at external events, meetings, and networking opportunities with trusts and foundations. Attend sector-specific events to remain up to date with trends in charitable funding.
12. Any other duties commensurate with the grading of this role.

### Person Specification

#### **Knowledge, Skills, and Behaviours (Essential)**

- Proven experience of securing significant income from trusts and foundations, ideally within higher education, research, or the non-profit sector. (Application/Interview).
- Educated to degree level, or equivalent work experience (Application).
- Excellent written communication skills, with a strong track record of producing successful funding proposals (Application/Interview).
- Strong analytical skills, with the ability to research and identify relevant funding opportunities (Application/Interview).
- A proactive and results-driven approach, with the ability to manage multiple projects simultaneously and meet deadlines, and ability to work with and through others (Application/Interview).
- Strong relationship management skills, with the ability to build and maintain long-term partnerships with funders, and internal colleagues alike (Application/Interview).
- Ability to interpret academic projects and describe them and their impact in terms that a non-specialist can understand (Application/Interview).
- Competent level of financial acumen and numeracy to excel in gift management (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting all as a framework for decisions, actions and behaviours (Application/Interview).

### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience working in a higher education institution or understanding of the UK higher education landscape (Application/Interview).
- Knowledge of major trusts and foundations in the UK and internationally (Application/Interview).
- Familiarity with donor management databases or other CRM systems (Application/Interview).