**Trusts and Foundations Manager**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Knowledge and experience** |  | Essential* Experience of working in deadline-driven environments;
* Previous experience with non-profit or academic grant writing;
* Demonstrable experience of monitoring large, complex grants or projects;
* Demonstrable experience of working effectively with a range of colleagues to translate ideas into persuasive proposals and facilitate the development of detailed business plans for projects/programmes.
 |
|  |  | Desirable* Extensive track record of raising significant funds (£100k+) from large charitable trusts and major donors such as TNLCF, Comic Relief, Children in Need, and consistently achieving fundraising targets
* Demonstrable experience of using fundraising databases, preferably Raisers Edge
* Line management experience preferred.
 |
| **Skills** |  | Essential* Outstanding writing and editing skills;
* Attention to detail;
* Strong interpersonal skills;
* Demonstrable understanding/appreciation of relationship development;
* Able to work well in a team environment, handle multiple assignments and meet deadlines;
* Able to monitor and meet income goals;
* Ability to compile information quickly and accurately.
* Ability to assess, comprehend and manage complex written and financial information quickly and accurately;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Desirable* Ability to develop and edit complex budgets;
* Ability to carry out research into giving patterns of trusts/major donors in order to identify new prospects.
 |
| **Other requirements** |  | Essential* Advanced IT skills particularly Microsoft Word, Excel, Outlook and PowerPoint;
* Ability to manage own workload and prioritise conflicting deadlines with minimal supervision;
* Proactive approach to problem solving;
* Ability to work well under pressure;
* Tact, diplomacy and confidentiality;
* Ability to work independently and as part of a team;
* Excellent communication skills;
* Ability to form good working relationships with a range of internal and external stakeholders;
* Ability to work occasional evenings and weekends;
* Self-motivating and self-administering: able to demonstrate initiative and effective work planning;
* Ability to be flexible and able to react and respond effectively to unplanned demands.
 |
|  |  | Desirable* Previous experience working in the field of mental health.
 |

August 2019