**Trusts and Foundations Manager**

**Person Specification**

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| **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