**Trusts and Foundations Manager**

**Job Description**

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| Title |  | Trusts and Foundations Manager |
| Reporting to |  | Head of Fundraising |
| Employer |  | Anna Freud Centre  |
| Salary |  | £30,000-£50,000 per annum, plus 6% contributory pension scheme |
| Location |  | The Anna Freud Centre, Kantor Centre of Excellence, 4-8 Rodney Street London N1 9JH |
| Working hours |  | 35 hours per week (09:00-17:00 Monday to Friday. Occasional weekend and evening work will be required for which TOIL will be given) |
| Holidays |  | 27 days plus Bank Holidays (includes Christmas closure days) FTE |
| Term of contract |  | Permanent |

**Anna Freud National Centre for Children and Families**

The Centre is the leading national charity supporting young minds through innovative therapeutic practice, training and research. Our vision is a world in which children, young people and their families are effectively supported to build on their own strengths to achieve their goals in life. We care for young minds in five main ways:

1. Researching the underlying causes of childhood emotional distress using the latest neuroscience techniques;
2. Developing, piloting and evaluating new, cost-effective interventions and treatments for children and families facing mental health difficulties;
3. Supporting mental health and education services to improve their practice, through the collection and evaluation of outcomes data and shared decision making;
4. Offering teaching and training courses and building a global network of researchers, clinicians and mental health, social care and education professionals to ensure that new knowledge and ideas are shared as widely as possible;
5. Providing advice and leadership to national policy initiatives focused on improving children and young people’s mental health.

The Centre has recently moved to Kings Cross and its new Centre of Excellence alongside the Pears Family School; an AFNCCF initiative for 5-14 year olds who have either been expelled from mainstream school or are on the verge of being expelled. The Centre has also gone through a successful period of growth, establishing new networks, such as Schools in Mind and Anna Freud Learning reaching over 10,000 professionals.

**Overview of the post**

The Centre maintains an annual revenue income of over £2 million per year, excluding tendered contracts, with a strategic emphasis on raising income from Statutory Funders, Trusts and Foundations whilst developing new income from Corporates, Major Donors and Community Fundraising. Income from Trusts and Foundations and Individuals accounts for 25-30% of the Centre’s annual revenue income. The focus of this post is to maintain and grow the Trusts and Foundations and Major Donor income level. The post-holder also will be involved in supporting some areas of fundraising from Corporates, Statutory and Community Fundraising.

The post-holder will directly line manage the Fundraising Assistant and Fundraising Officer and any fundraising volunteers and interns. The Trusts and Foundations Manager is responsible to the Head of Fundraising who plays a central role in all Fundraising at the Centre, with a particular focus on Corporate and Major Donor work. The Fundraising team also includes a Bids and Development Manager and Grants and Bids Officer who support across all fundraising activities, with a particular focus on statutory grants and tendered contracts. The Senior Leadership Team, Heads of Services and Project Managers are involved in fundraising for their own projects and work closely with the Fundraising team to write new applications and source income for their projects.

The role combines generating new voluntary income and maintaining our relationships with current funders (approximately 70% of time to be spent on generating new income from trusts and statutory sources, and 30% of time on overseeing current grants and communicating with current funders). Working closely with the Head of Fundraising the post-holder will contribute to meeting income targets and developing and maintaining relationships with Trusts, Foundations and individual supporters and prospects. The role will also support any fundraising campaigns and development of the Centre’s national reach with new sources of revenue, including Corporate and Community Fundraising.

**Main responsibilities**

Trusts and Foundations

* Take a lead on writing grant proposals for Trusts and Foundations, including liaising with the Finance department to create budgets for applications.
* Effectively manage multiple funding deadlines to ensure no key opportunities are missed.
* Forge and maintain successful relationships with Trust funders through regular contact with grant managers.
* Oversee and manage the reporting process to ensure that all funders receive regular updates as per their requirements.
* Develop and write proposals to funders.
* Keep abreast of funding rounds being announced, communicate with the wider team about timelines and oversee the prospect identification process undertaken by the Fundraising Officer.
* Oversee the Fundraising Officer in undertaking the full range of activities required to prepare, submit, and manage bids and applications.
* Attend information events and feed back to staff team.
* Attend grant negotiation and review meetings and oversee the process of grant and contract set up.
* Oversee a timetable of progress reports for all grants and oversee the preparation of financial reports and budgets in collaboration with the Finance Team.

New income

* Provide support to Head of Fundraising in building other non-statutory income streams such as Corporate, Community and Major Donor giving.
* Support the Head of Fundraising on developing relationships with key external contacts, targeting those that we can best influence and work with to develop, design and test new opportunities for the service.
* Support on writing proposals for new income streams and attending meetings as required.

Planning and reporting

* Follow the organisation's annual fundraising plan to ensure key targets and deadlines are met.
* Work with the Head of Fundraising to regularly review progress against targets.
* Plan and identify work streams for the Fundraising Officer and Fundraising Assistant, regularly reviewing workloads and responsibilities.
* Produce quarterly performance dashboards for the Board of Trustees.
* Oversee the process of recording and monitoring grant and bid activities on the Raiser’s Edge database.

Line management

* Line manage the full time Fundraising Officer and Fundraising Assistant.
* Hold regular one-to-one meetings with the Fundraising Officer, Fundraising Assistant and team meetings with the Fundraising team;
* Recruit volunteers and interns, where appropriate.

Information management

* Ensure all activities adhere to prevailing Data Protection legislation and Centre policies.
* Develop and maintain oversight of systems to support all fundraising activities, including managing and reporting grant income using our database (the Raiser’s Edge).
* Work closely with the Fundraising Assistant to ensure every grant payment and donation is recorded on Raiser’s Edge, and that every donation is acknowledged in a timely manner.
* Co-manage the Raiser’s Edge database for the organisation in collaboration with the Training, Conferences and Events Manager.
* Have oversight of the Due Diligence Procedural Checklist to ensure it is carried out for each new donation in line with the Fundraising Policy.

Other duties

* Build strong and collaborative relationships across the Centre to ensure excellent understanding of our work in order to be able to explain our work to our funders and supporters;
* To actively follow and promote the Centre’s policies, including Equal Opportunities, Safeguarding and Information Governance;
* To complete all Centre mandatory training, including Safeguarding and Information Governance training, within the required timescales;
* To maintain an awareness and observation of fire, health and safety regulations;
* The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

**Continued Professional Development**

The post-holder will be required to take part in the Centre’s annual review and development programme and the Centre will contribute to continued Professional development to support the post holder in this role.

**Meetings**

The post-holder will be required to attend and participate in the Centre staff and Fundraising meetings, including meetings of our volunteer fundraising committees. These meetings may occur out of normal office hours. This role will also require the post-holder to work at events which may take place outside office hours e.g. evening drinks receptions.

**To be noted**

This is not an exhaustive list of tasks; the post-holder will be asked to:

* Undertake any other ad hoc tasks as requested by the Head of Fundraising, Chief Operating Officer and the Senior Leadership Team.
* Cover for other Central Support Team colleagues on an ad hoc basis.
* This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.
* The post-holder will be required to have an enhanced DBS disclosure which the Centre will apply for.
* The Centre is a member of the Fundraising Regulator and the Fundraising Standards Board (FRSB) which is an independent self-regulatory organisation. As a member we are committed to the highest standards in fundraising. As part of your role you will need to follow the FRSB’s Fundraising Promise as well as the Institute of Fundraising’s Codes of Fundraising Practice. These codes set the standards for fundraising activity throughout the UK.