**Job Description & Person Specification – Trusts and Foundations Manager**

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| **Title of Post:** | Trusts and Foundations Manager  |
| **Salary:** | £30,000 to £36,000 (depending on experience)  |
| **Location:** | Home based until COVID restrictions are lifted. After which the job will be located at Positive East (159 Mile End Road, Stepney Green, London, E1 4AQ) |
| **Hours:** | Full-time 35 hours per week |
| **Accountable to:** | Head of Fundraising and Communications  |
| **Accountable for:** | n/a  |

**Job Summary**

We are looking for a hard working self-starter, with excellent written and verbal communication skills with demonstrable experience to join our fundraising team at a pivotal time in the organisations history. The post holder will have the primary responsibility to secure annual and multi-year grants and produce grant reports. A sound knowledge and experience working with large ( >£50,000) and small funding bodies will be required.

This job is an excellent opportunity for someone who would like to contribute to the financial success of Positive East through leading on, and managing, large multi-year grants. We will be looking for a candidate who can demonstrate a proactive approach to projects with excellent communication and organisational skills.

**Job description**

**Trusts and Foundations**

* Manage the process of securing large multi-year grants from various sources though producing compelling and high quality first and second stage proposals
* Identify potential funders and identify potential projects that fit large grant funders criteria
* Conduct community consultations to understand project needs and outputs
* Manage current Community Lottery Fund
* Evaluate current Community Lottery Fund grant to support the need and evidence for continuation funding

F**undraising General**

* Support the work of the fundraising team in achieving its targets as directed by the Head of Fundraising and Communications
* Support the fundraising team with copy and case studies when needed
* Keep accurate and timely records on the fundraising database
* Attend donor events and community events

**General**

* Ensure the integrity of Positive East’s vision, mission and values
* Actively promote the Charity, in the course of your duties, with clients, funders and potential funders, health and social care professionals, and other relevant stakeholders
* To carry out all duties with due regard to relevant legislation and guidance, the organisation’s Health and Safety, Confidentiality, Data Protection, Safeguarding and Equal Opportunities polices and all other polices of Positive East
* Participate fully in supervision, training and development opportunities as agreed between yourself and the Head of Fundraising and Communications
* To play an active role in being part of the wider Positive East team to ensure that we achieve both our day to day and strategic objectives. This may mean showing flexibility in your role to support colleagues as appropriate
* Support the Charity’s activities as agreed with line manager around events including World AIDS Day, Pride, Positive Feast, Positive East presentations and launches or other key annual events
* Carry out all other reasonable duties when requested

**Person Specification**

**Essential:**

* Successful track record of supporting the generation of income from large charitable trusts and foundations (>£50,000)
* Successful track record of supporting the generating of income from lottery sources
* Successful track record of supporting the production of lottery project reports
* Experience and understanding of producing project evaluations
* Strong team player, with an ability to be an active and positive member of a team confident networking and relationship building skills
* Excellent organisational skills, with the ability manage your own busy work load and work under pressure to a number of rapidly changing deadlines
* In depth understanding of the issues facing people living with HIV or affected by HIV

**Desirable:**

* Excellent Microsoft Office skills, including Word, Excel and Power Point
* Strong research skills, with the ability to retrieve information and construct compelling stories from statistical data
* Proven experience acknowledging donors in a timely manner
* Experience of producing high quality writing for an external audience, with the ability to write communications that are compelling and emotive
* Ability to think fast and bring fundraising ideas together