Trusts & Foundations Manager

**Why do we need this role?**

Help Musicians is looking for a Trusts & Foundations Manager to oversee the delivery of the Trusts and Foundations strategy, including researching and identifying suitable prospects, writing funding applications, and account managing existing Trusts and Foundation supporters. The post-holder will be responsible for identifying organisations whose grant giving aligns with the purpose and impact of our charities, developing relationships with these trusts and foundations, and ultimately converting them to supporters by working across the organisation to ensure that the most accurate and relevant data is being presented in applications to ensure positive outcomes. This role plays a critical part in our income generation for the charities, ensuring we can continue to deliver our strategic objectives and support the beneficiaries of both Help Musicians and Music Minds Matter.

**Reports to:** Head of Corporate, Trusts and Events

**Our Values**

At Help Musicians & Music Minds Matter we:

**Embrace change**; recognising that change leads to opportunity and the potential to seek out better solutions for those we’re here to support

**Are curious**; recognising that insight, understanding and empathy enables us to deliver our best work

**Value difference**; knowing that diversity of thought, team and experience makes our charities stronger

**Come together**; united through our appetite for music we’re committed to working collectively, doing the very best to support those that need our help

**Main responsibilities**

1. Identify and secure key trust and foundation partners that have the potential to support the charities, prioritising multi-year / 5-figure+ opportunities in line with our income targets
2. Taking a research driven, focused and targeted approach, build a solid pipeline of qualified opportunities that meet prospect criteria and value agreed with the Head of Corporate Partnerships, Trusts and Events
3. Contact trusts and foundations aligned with the charities and build relationships to establish potential for partnership, attending external meetings where required
4. Develop high-quality proposals and applications to trusts and foundations built around compelling propositions of our charitable work that showcase our impact and align with the prospect’s giving strategy
5. Support stewardship plans for existing trusts and foundation partners, working with colleagues across Help Musicians and Music Minds Matter to deliver growth
6. Produce informative, insightful and timely reports for existing trust and foundation partners
7. Manage and keep up to date the Trusts & Foundations pipeline and status reports for the Head of Corporate, Trusts and Events and other key stakeholders
8. Record all interactions and prospecting activity on the CRM database system
9. With support from the Head of Corporate, Trusts and Events, provide KPI data for quarterly / monthly impact reports that feed directly into the organisational impact measurement and Board reporting
10. The postholder may be required to support any other tasks as reasonably requested by the Head of Corporate, Trusts and Events

**What does success look like?**

* Managing the trusts and foundations annual calendar of applications and increasing the number and value of applications submitted annually
* Identifying and securing new trusts and foundation supporters aligned with our charitable goals, helping to diversification our funders
* Effective account management of trusts and foundations through strong relationship building and timely and engaging impact reporting, demonstrated through repeat funding and growth of support secured
* Providing accurate reporting internally through diligent management of CRM data entry and KPI tracking
* Meeting agreed income targets

**Person Specification**

**Knowledge and Experience**

* Proven track record of successful 5 and 6-figure trusts & foundation applications made and secured
* Demonstrable experience in researching and distilling information and data into informative and persuasive proposals and donor impact reports
* Experience effectively cultivating and stewarding trust & foundation partnerships
* Demonstrable understanding of the trusts & foundations and grant-giving sector
* Experience of CRM systems to manage grant-making calendar and partnerships
* Ability to work collaboratively and cross-functionally across internal departments to seek the most relevant and accurate information for inclusion in applications

**Skills**

* Excellent writing skills and attention to detail
* Good interpersonal and relationship building skills, maintaining effective relationships with colleagues and stakeholders (internal and external)
* Confident verbal skills
* Good numeracy skills in order to grasp targets and financial reporting
* Good research and analytic skills
* Excellent planning and organisation skills, with the ability to successfully monitor and meet deadlines
* Ability to use Microsoft applications (PowerPoint, Excel, Word) to an intermediate level
* Ability to handle sensitive and confidential information in a professional manner

**Personal Characteristics**

* A commitment to our charitable objectives and values, to make Help Musicians a great place to work for all, championing a culture of inclusion and advancing equity in all that we do
* Self-starter who can work independently with high level of self-motivation and proactive, solution-focused mentality
* Confidence in asking for support and a willingness to learn, whilst taking responsibility for individual objectives
* Reliable and trustworthy, with a high level of professionalism
* Able to adapt to shifting priorities and embrace change
* Flexible, open-minded, collaborative team player with a positive and supportive attitude - embracing and embodying the charity’s values

**Additional info**

* The postholder may be required to attend after hours events for work purposes
* This role will be subject to a DBS check

*This job description is a written statement of the essential requirements of the job, with its key accountabilities, and the experience, knowledge, and skills required for effective performance. This is not intended to be an exhaustive account of all aspects of the duties involved.*