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**TITLE:** Trust and Foundations Manager

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**GRADE:** Management Spine

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**RESPONSIBLE TO:** Group Head of Strategic Projects

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**PURPOSE OF JOB:**

At the end of the first 18 months in position, the post-holder will have:

- Gained credibility as the fundraising lead for NCC, having established the confidence of colleagues across NCC and excellent working relationships with both the wider project team and key colleagues in Marketing/Communications and Finance
- With colleagues, have developed and agreed a 3-yr plan for the Trusts/Foundations function, to include timelines and milestones, risks, and appropriate metrics; begun to see indications of positive responses to initial applications.
- Become conversant in NCC's vision, mission, and purpose; able to articulate these clearly and persuasively with potential funders.
- Understood NCC's ambitious Poplar Redevelopment project in terms of purpose, and impact on NCC and the wider community, and worked this up into a compelling case for support.
- Worked with colleagues to identify tangible projects, spaces or programmes within the Poplar Redevelopment project that will be attractive to Trusts and Foundations, and for which compelling proposals can be written.
- Identified Trusts and Foundations with the potential to play a major role in the Poplar Redevelopment project through multi-year 5- and 6-figure gifts.
- Developed a prioritised pipeline of potential applications, mapping out progress through the research, engagement, proposal development, submission and reporting cycle; have put in place appropriate systems and processes for monitoring and reporting on the impact of grants to donors.
- Engaged thoughtfully and established good relationships with key Trusts and Foundations in the pipeline, engaging them in the College and involving senior colleagues and members of the NCC community effectively in this

- Prepared and submitted a number of compelling applications and secured a minimum (cash in and pledged) of £100k in grants for the organisation.

## **MAIN TASKS AND RESPONSIBILITIES PARTICULAR TO THE POST**

### **1. Account Management**

- 1.1. Manage a portfolio of trust, foundation and grant supporters to cultivate strong, long-lasting partnerships
- 1.2. Develop persuasive fundraising proposals which secure 5- and 6-figure+ grants and that ensure the Poplar redevelopment is a showcase for the best teaching and learning in the FE sector.
- 1.3. Build strong relationships with funding partners, thinking creatively to engage them in the College whether interacting with them face to face, via email and on the telephone
- 1.4. Manage income and expenditure of project budgets communicating with both internal and external stakeholders

### **2. New Business**

- 2.1. Identify a pipeline of new prospects, prioritising them against criteria such as their potential impact on the Poplar Redevelopment project and taking them thoughtfully through the seven stages of solicitation to secure new income for NCC
- 2.2. Arrange meetings in NCC to present our work to new business contacts
- 2.3. Maintain records and analysis of new business secured
- 2.4. Attend events as required to meet new potential donors

### **3. Administration**

- 3.1. Implement and manage an accurate and up-to-date application and reporting pipeline ensuring reports on progress are provided to key stakeholders and grant-maker punctually.
- 3.2. Keep account plans up to date and ensure that internal teams are involved in and informed of evolving plans
- 3.3. Maintain accurate financial records and budgets for all partners
- 3.4. Ensure that evidence of project impact is collected and communicated to donors, that reporting deadlines are met, and that donors are thanked and stewarded appropriately
- 3.5. Support the College as required to implement the wider fundraising strategy and support the development and implementation of systems and procedures

#### **4. Communication**

- 4.1. Ensure that appropriate opportunities for press, media and wider communication within the NCC community are developed for all partners
- 4.2. Ensure the activities and milestones of donors are promoted and celebrated through College's social media and PR channels
- 4.3. Regularly meet with, phone and email prospects and donors to help strengthen their relationship with the College and to keep them informed
- 4.4. Work closely with the project team to gather information and ensure that funding proposals are developed in line with NCC's organisational needs
- 4.5. Attend and provide regular updates in 1-to-1 meetings and participate in staff and team meetings
- 4.6. Taking in to consideration best practice and in the light of NCC's wider fundraising plans, develop appropriate opportunities for naming and recognition within the redevelopment.

#### **5. In common with all other staff:**

- 5.1. To support the College's mission, vision, values and strategic objectives;
- 5.2. To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 5.3. To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 5.4. To implement the College's health and safety policies and practices.
- 5.5. To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.
- 5.6. To implement and adhere to the College's safeguarding policies and procedures.

#### **6. In common with all other support staff:**

- 6.1 To participate in College-wide projects and tasks.
- 6.2 To work in other support services areas to meet the specific needs of workload peaks.
- 6.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This will require working in other locations/sites of the College.

## 7. Person Specification:

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications/ Professional Bodies</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A relevant fundraising qualification</li> <li>▪ Membership of the Institute of Fundraising</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ A proven track record in securing 6 and 7-figure multi-year grants from trusts/foundations and/or statutory funders</li> <li>▪ Experience of writing successful and compelling funding applications and reporting on the impact they have achieved</li> <li>▪ Experience in prospecting for new business opportunities via multiple research channels and stewarding donors face-to-face</li> <li>▪ Experience of developing and managing complex multi-year budgets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of the further education sector</li> <li>▪ Evidence of continuous professional development in fundraising</li> </ul>
<b>Skills/knowledge</b>	<ul style="list-style-type: none"> <li>▪ Excellent written and verbal communication skills; a thorough proof-reader</li> <li>▪ Strong interpersonal skills and a demonstrable ability to build effective relationships both inside and outside the organisation</li> <li>▪ An ability to work to meet objectives and deadlines; the ability to manage a diverse workload within tight deadlines; strong project management skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Awareness and understanding of safeguarding and welfare of children.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Numerate and confident in handling financial data and multi-year project budgets</li> <li>▪ A good researcher, confident with the latest IT-based trust/foundation research tools, with excellent attention to detail</li> <li>▪ Knowledge of Microsoft packages</li> </ul>	
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>▪ Motivated and target-driven and with the experience and credibility to represent NCC in interactions with prospects and donors</li> <li>▪ Able to use one's own initiative and work without supervision; comfortable with the ambiguity that comes from a start-up situation</li> <li>▪ Confidence in writing creative and targeted fundraising bids</li> <li>▪ Personable, confident in building relationships over the phone, via email and face to face; ability to work well as a part of a team</li> <li>▪ An exemplary degree of personal integrity and maturity; diplomacy and tact; common sense; a good sense of humour</li> <li>▪ An interest in and support for education in general, and the ethos and aims of NCC</li> <li>▪ A willingness to travel in London and to work outside normal office hours</li> </ul>	<ul style="list-style-type: none"> <li>▪ A willingness to be involved in the wider life of the College.</li> </ul>