



## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title:</b>	Trusts and Grants Manager
<b>Responsible To:</b>	CEO
<b>Salary:</b>	£26,000-30,000 depending on experience
<b>Working Hours:</b>	37.5 hours a week
<b>Duration:</b>	Initial 12 month contract with a view to go permanent.

### Role Purpose

To manage Mustard Tree's significant portfolio of Trusts and Grants, through compelling bid writing and timely reporting, alongside prospect research for new opportunities. This will include managing the current trusts and grants fundraising pipeline (approx. £300-400k), as well as making new applications to increase this.

### What you will be doing: Job Description

- Identify and research new trusts, foundations and statutory funding opportunities-
- Responsible for all Trust and Grant income and will work with support from the CEO on larger bids and applications where necessary
- Develop compelling cases for support, writing tailored applications for submission to trusts and other funding bodies.
- Work with the CEO to curate new funding opportunities out of existing service delivery, and to find funding for planned service delivery improvements and new work.
- Complete a specified number of high quality bids per week.
- Submit timely reports to trusts and other donors to meet their monitoring and evaluation requirements,
- Build and maintain long-term relationships with new and existing funding/grant making organisations.
- Work closely with all service delivery teams to ensure they are capturing the necessary outcomes for reporting requirements-
- Interpret, analyse and adapt highly complex information demonstrating how proposals meet funders' requirements
- Prospect research potential funders in order to increase the size of the trust and grants fundraising pipeline
- Maintain and develop the Trusts and Grants element of the database (ThankQ), using the CRM tool to manage and record activity
- Create monthly income forecasts and pipeline reports. Collate fundraising team KPIs to help inform business planning
- Compile need data to help inform and strengthen applications
- Contribute to ongoing analysis of charity's monitoring and evaluation tools

### General Work duties:

- Support people accessing our projects to develop 'work ready' skills and behaviours i.e. confidence, punctuality, time management, communication, teamwork and initiative
- Overseeing and working within health and safety guidelines and Mustard Tree policies and procedures
- Supporting other staff and departments and providing practical relief cover for work-streams



- Take responsibility for professional development, attending training courses as required
- Leading by example, embodying Mustard Tree cultures and values and representing the charity with external partners
- Contribute towards being an environmentally responsible organisation as part of day-to-day activities including recycling and supporting 'paper-lite' practices
- Other tasks and duties relevant to the role as required by the organisation

**What we are looking for: Person Specification**

Specification	Essential / Desirable
University Degree or equivalent experience	Essential
A proven track record of securing high-value funds from charitable trusts/foundations, including unrestricted income	Essential
Excellent verbal and written communication skills	Essential
Excellent relationship management and interpersonal skills	Essential
Results-orientated and target driven	Essential
Proven ability to work on own initiative, meet objectives and tight deadlines under pressure	Essential
Flexible and can-do attitude, self-motivated and enthusiastic approach	Essential
Tenacity to learn, question and problem solve with a flexible, positive and proactive attitude	Essential
Good computer skills, particularly in Microsoft Office, and quick to learn new systems	Essential
Experience in using databases (Mustard Tree use ThankQ)	Desirable
Understanding of the impact of homelessness, poverty and social exclusion	Desirable

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