

Trust Fundraising Manager

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| Job title | Trust Fundraising Manager |
| Department | Fundraising and Communications |
| Reports to | Director of Fundraising and Communications |
| Location | Hybrid - Central London, Holborn (2 days, Tuesday and Thursday in office) |
| Salary | £45,000 per annum |
| Contract type | Permanent |
| Hours | 35 |
| Date | 07.02.2024 |
| Version | 2.0 |

About Bowel Research UK

Bowel Research UK funds life-changing research into bowel cancer and other bowel diseases. Every year over 16,000 people die from bowel cancer in the UK and over a million live with bowel disease.

We are the UK's leading specialist bowel cancer and bowel disease research charity. By researching cutting edge treatments and investing in the best science, we are saving and improving people's lives.

This is an exciting time to join our team. A new CEO started at BRUK in May 2024 followed by a new Director of Fundraising and Communications in January 2025. Our Director's background includes extensive Trust fundraising experience, and she will fully support you to extend this vital funding stream, without standing in your way.

We are poised for significant growth in 2025 with both investment into our fundraising team and systems, alongside a body of research work which is sparking the imagination of both funders and the public, including ground-breaking work that is seeking to improve understanding of the microbiome.

Job purpose: To raise income from Charitable Trusts and Foundations to meet the target set in each annual budget.

This role focusses on raising funds for both our medical research projects and our work that focuses on patient and public involvement. Funds raised will be a mix of restricted project funding and unrestricted funds that can support our core operations. You will need to work closely with your colleagues in Research and Patient & Public Involvement to ensure you have a strong understanding of our current funding needs and research successes.

You will take the lead on seeking out new prospects and nurturing existing relationships to significantly grow income. You will achieve this by researching sources of funding, devising individually tailored applications, maintaining excellent communications with existing and potential donor trusts and foundations, delivering an agreed income target as well as growing funding from these sources.

The role will include researching relevant opportunities, identifying the most appropriate projects, writing and submitting applications and ensuring excellent donor management, development and reporting. Most of our current income is unrestricted, and there remains significant untapped opportunities to raise funds for our medical research and patient and public involvement work from funders we have not yet approached who prefer restricted projects.

Trusts and Foundations income is a cornerstone of our charitable income each year and is responsible for around a third of fundraised income. However, we know that there is scope to significantly grow this area of activity, and full support will be given to the Trust Fundraising Manager to enable this growth to happen.

You will be a motivated self-starter with excellent writing, communication, and budgeting skills. You will develop relationships with ease and feel able to positively influence colleagues at all levels of an organisation. The position requires someone with a positive attitude who is determined and resilient.

| Key responsibilities: | | Time (%) |
|------------------------------|---|-----------------|
| 1 | Funder research: Research suitable opportunities to enable quality applications to be submitted to Trusts and Foundations. | 20% |
| 2 | Proposal writing: Work with colleagues to identify the most suitable project for each funding opportunity, write and submit quality, timely, costed proposals. | 50% |
| 3 | Reporting and Stewardship: Ensure all thanking and reporting is completed on time and to each donor specification, including meetings to feedback as required. Organise and manage donor visits to research projects as required. | 15% |
| 4 | Budgets and Forecasting: Provide accurate monthly information as to current actuals and forecast income to the Director of Fundraising and wider colleagues as required. | 5% |
| 5 | Administration: Ensure accurate records kept of each proposal made, due and reporting schedules using our CRM Donorfy. Ensure that all restricted income is correctly recorded and notified to our finance team. | 5% |
| 6 | Building relationships: Build positive relationships with colleagues, Trustees, research scientists, wider stakeholders and our Trusts and Foundation supporters to ensure that we are maximising every opportunity. | 5% |

Financial responsibility: Enter below any revenue, operating or capital budgets for which the role is accountable.

Responsible for feeding into budget setting for Trusts and Foundations income stream. Responsible for raising the Trusts and Foundations income as required by each annual budget.

People responsibility: Indicate below the number of employees for which the role has supervisory / management responsibility.

| | <i>Direct reports</i> | <i>Indirect reports</i> |
|------------------------|-----------------------|-------------------------|
| Total employees | 0 | 0 |

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| Knowledge, skills and abilities: Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications. | |
| 1 | At least five years' experience of UK Trust and Foundations fundraising, demonstrating success in attracting gifts from UK funders that include both restricted and unrestricted income. |
| 2 | Experience of successfully researching and identifying new prospect trust and foundation donors. |
| 3 | Strong networking skills to build relationships with potential funders, existing funders and internal contacts. Confident to conduct and manage face to face meetings as required. |
| 4 | Outstanding written skills, with the ability to write concisely and creatively to convey the importance of our charitable work. Ability to convey complex scientific information in a straightforward manner. |
| 5 | Strong administrative skills to ensure that all deadlines are adhered to and that all Trusts and Foundations fundraising information is correctly recorded. |
| 6 | Strong time management skills and the ability to prioritise, with strong attention to detail. |
| 7 | Good interpersonal, influencing and relationship-management skills, at all levels. |
| 8 | Proven track record of stewarding donor relationships over a period of years. |
| 9 | Experience in developing and delivering income and expenditure budgets. Numerate, including ability to understand and manage financial information. |
| 10 | Creative thinker, with ability to identify funding opportunities and match them with the right trusts. |
| 11 | Confident to represent the charity and its work and build relationships with senior trust staff |
| 12 | Good understanding of the trusts and foundations fundraising environment and associated processes and different types of grant-making bodies. |
| 13 | Ability to work as part of a team and spot opportunities to grow and develop relationships for the good of the charity. |
| 14 | Digitally literate with experience of using MS Office (Word, Excel, Powerpoint, Sharepoint, Teams) and fundraising databases (Donorfy – training provided). |
| Further relevant information | |
| Knowledge of medical research funders is helpful, but not an essential requirement for the role. | |

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| Employee benefits include: |
| <ul style="list-style-type: none"> • 25 days annual leave, plus public holidays and 3 additional days at Christmas • Pension scheme - 5% employer contribution • Remote/hybrid working • Flexible working hours • Death in Service benefit – 4 x annual salary • Health Cash Plan scheme including Perkbox • Employee Assistance Programme including access to annual health check and digital GP • Season ticket loan • Cycle to work scheme |