Major Gifts and Trusts Manager

Department:	Fundraising
Job Title:	Major Gifts and Trusts Manager
Accountable to:	Head of Fundraising
Based at:	Head Office
Salary:	Up to £45,000 per annum

Job Summary

The Major Gifts and Trusts Manager will lead the cultivation, solicitation and stewardship of major donors, while driving the development and delivery of Rainbow Trust Children's Charity's trusts and foundations programme. The role will have a particular focus on securing significant income growth to support our strategy to enable more families with a seriously ill child to access Rainbow Trust's support.

Reporting to the Head of Fundraising and with direct line management responsibility for a Trusts Fundraising Lead and a Major Gifts Fundraiser, you will provide strategic oversight of the major donors and trusts fundraising programmes, support the development of your team, and ensure the delivery of ambitious income targets through effective planning, and relationship-led fundraising.

You will also contribute to the wider fundraising strategy, impact measurement and support the development of best practice across the Philanthropy team.

Rainbow Trust Children's Charity enables families who have a child with a life-threatening or terminal illness to make the most of time together, providing expert, practical and emotional support, where they need it for as long as it is needed.

Registered Charity No. 1070532

Areas of Responsibility

(specific to role)

- Lead on the Philanthropy strategy, annual plans, budgets, and KPIs, taking a long-term, multi-year view of relationship and funding development.
- Drive the growth of a portfolio of existing supporters and new prospects giving at the five and six-figure gift level, with a particular focus on generating from new donors.
- Lead on maintaining relationships with key major donors, trusts and statutory bodies, through exemplary stewardship.
- Influence and shape project development and impact measurement by ensuring major funder needs are taken into account.
- Identify opportunities to deepen funder involvement (e.g. multi-year funding, strategic partnerships).
- Research and engage new funders, finding creative ways to engage with them to secure funding.
- Deliver excellent donor stewardship and responsive communication.
- Identify tailored strategies to increase and secure long-term support.
- Work closely with colleagues to develop inspiring fundraising cases for support and impact reporting.
- Work closely with the Events Manager to engage donors through a programme of special events.
- Manage, coach and support direct reports.

General Responsibilities

Leadership and Strategy

- Contribute to wider fundraising and organisational strategy, planning and budgeting.
- Contribute to impact measurement that drives funding applications, reporting and funder engagement.
- Provide effective leadership in own area of expertise, own ambitious income targets and deliver against agreed KPIs.
- Commit to the Performance Management Process and develop stretching objectives to meet the business plan.
- Represent the charity professionally and ensure compliance with relevant legislation and best practice.
- Take responsibility for own professional development and uphold Rainbow Trust values.

Operational and Project Planning

- Take individual responsibility for agreed objectives and targets.
- Develop project plans to support work programme activity that identify key milestones, success criteria and resource requirements.
- Monitor project and work programme progress and report any variance.
- Organise own time and resources effectively and use initiative.
- Operate in compliance with best practice and corporate policy.

Working with Customers and Service Delivery

- Develop and maintain a network of relevant key contacts for Rainbow. Trust and to sustain relationships with those contacts.
- Maintain effective relationships with supporters, ensuring that communications with are to a high standard.
- Report any complaints received to the team from supporters, suppliers or any other external or internal contacts.
- Work within Rainbow Trust Children's Charity safeguarding policy.

Developing, Maintaining Systems and Procedures

- Keep abreast of sector and political developments that may impact on Rainbow Trust and its work and to advise and communicate to colleagues how best to address such changes.
- Ensure that data relevant to areas of responsibility and activity is adequately recorded and stored in line with GDPR.
- Utilise and interrogate data to monitor progress towards personal objectives.

People Management and Development

- Inspire and provide advice and support to any volunteers and interns to Volunteer Management guidelines
- Monitor any volunteer and intern work programmes and report back to the line manager
- Recognise and value the contribution of volunteers and interns.

Team Working and Collaboration

- Work collaboratively with all the Fundraising and Engagement team in a 'one team one target' culture
- Lead and champion the implementation of continuous business improvement and people development initiatives, including Buddying, PI and SBI processes
- Develop a deep knowledge of Rainbow Trust's activities, growing and maintaining influential relationships to support
- Major Donor, Trusts and Foundation relationships
- Work across the organisation to identify and develop accurate and inspiring packages of support, working closely with other teams to source information
- Proactively share professional knowledge and expertise to colleagues.

Special Conditions

- The role will require occasional evening and weekend work in order that the organisation is able to deliver on its commitments to its stakeholders.
- Some UK travel may be required from time to time.
- All staff have a responsibility to maintain an up to date knowledge and awareness of issues around the safeguarding of children, through the completion of the relevant training, at a level commensurate with their role.
- All staff must adhere to, Rainbow Trust's safeguarding policies and procedures.
- The list of responsibilities outlined above are not intended to be exhaustive and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of a manager.

PERSON SPECIFICATION

Major Donor and Trusts Manager

	Essential	Desirable
Experience (Previous roles, types of organisations)	• Track record of securing five or six figure funding from Major Donors, Trusts and statutory sources to achieve challenging income targets. • Delivering a prospect research programme and effective prospect management. • Leading funder-relationship management, through exemplary stewardship. • Line management experience to build a collaborative and high performing team.	• Effective delegator with accountable follow-up on timeliness and quality. • Ability to learn quickly and thoroughly and adapt to change
Special Competencies (Specific job-related skills knowledge understanding)	• Enthusiasm and passion for the vision and ambition of Rainbow Trust. • Thorough understanding of best practice in Major gift and Trust fundraising. • Strong negotiation, networking and relationship management skills. • Skilled in identifying and developing creative, high-quality cases for support, funding proposals and impact reporting in collaboration with others. • Clear and creative written communicator. • Confident persuasive presenter. • Knowledge of effective CRM use. • Strong MS Office knowledge, numerate, comfortable with data.	
Disposition (Influence over others, dependability, self-reliance)	• Poised, confident and outgoing – excellent relationship manager. • Authoritative, goal-oriented and yet motivational leadership style. • Influencer – stimulates others into action. • Works with a sense of urgency, completing tasks in a timely manner. • Clear, warm communicator – cooperatively achieving results through people. • Effective delegator with accountable follow-up on timeliness and quality. • Ability to learn quickly and thoroughly and adapt to change. • Quick and accurate with details.	

PERSON SPECIFICATION

Major Donor and Trusts Manager

	Essential	Desirable
Thinking Style (Practical, conceptual, innovative, traditional, change orientated)	• Able to analyse and solve problems creatively. • Timely decision maker, in response to varied activities and changing conditions. • Action orientated – somewhat collaborative. • Practical and results focussed. • Big Picture thinker.	
Attainments (Academic & prof qualifications & training)	• Educated to degree level/or professional equivalent experience.	
Motivation (Ambition, money, security)	• Recognition and reward for achieving results through people. • Independence and ownership of delivering something new. • Opportunity for growth. • High quality customer satisfaction. • Meeting income targets.	
Circumstances (Mobility, special demands of job, unsocial hours)	• Regional and some UK travel. • Commitment to / takes responsibility for own continuing professional development. • Flexible hours, to accommodate team and stakeholder need. • Current valid driving licence.	