

# Friends of the Earth – Trusts and Grants Manager

<b>Job title</b>	Trusts and Grants Manager
<b>Reporting to</b>	Head of Major Giving
<b>Team</b>	Major Giving
<b>Career stage</b>	C
<b>Contract</b>	Permanent
<b>Location</b>	Hybrid – home-working and an office location across England, Wales or Northern Ireland
<b>Line management</b>	Senior Trusts and Grants Officer

## Purpose of the role

To develop, deliver and manage the Trusts & Grants programme, creating and leading a new strategy to increase funding across the breadth of our work.

## Key responsibilities and tasks

### Team Leadership

- Develop a new Trusts & Grants strategy in line with the organisation's strategic priorities, focused on exploring new, multi-year funding opportunities and expanding the existing portfolio over the next three years
- Work directly with Senior Leadership Team (SLT), Board and external contacts, to build strong relationships and identify new prospects and partnership opportunities
- Provide strategic direction, line management and personal development opportunities to the Senior Trusts & Grants Officer
- Play a prominent role in the Major Giving management team, working directly with the Head of Major Giving to grow income, improve operations and encourage excellence across the team

### Account Management

- Manage a portfolio of high-level Trusts and Foundations, leading by example through the delivery of excellent stewardship and cultivation opportunities
- Work with colleagues across the Friends of the Earth's global family to identify fundable programmes and create high-quality, multi-year proposals outlining activities, outputs, and the impact of our work
- Bring new ideas and ways of thinking from across the charitable and environmental sector, learning from best practice and showing enthusiasm for trialling new approaches and ideas
- Be proactive and innovative in matching funders to Friends of the Earth projects and campaigns
- Represent Friends of the Earth at external meetings and events across the UK including the ambitious and engaging major gifts events portfolio

### **Budget and Data Management**

- Produce the Trust & Grants annual plan and budget, deliver quarterly reforecasts and provide monthly financial and KPI reporting to the Head of Major Giving
- Champion accurate and up-to-date maintenance of funder records on our database, Microsoft Dynamics, maximising what our CRM can do for our fundraising

**You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values.**

### **Person specification**

#### **Essential:**

#### **Experience**

- Proven track record of securing and managing five and six-figure, multi-year grants and delivering first-class donor cultivation and stewardship
- Experience in leading strategy development and delivery
- Evidence of a dynamic and innovative approach to presenting a range of funding options and scenarios

#### **Skills and Abilities**

- The ability to proactively build and manage both internal and external stakeholders relationships
- Outstanding written and verbal communication skills to support strong bid and proposal development and reporting
- Strong leadership skills to support and coach team members ensuring continuous improvement and a sustainable work/life equilibrium

#### **Knowledge and Understanding**

- Strong support for the aims and values of Friends of the Earth
- Good understanding of, and proficiency in fundraising databases and account management

#### **Desirable:**

- Experience in leading a high-performing team to meet targets
- Experience working with senior stakeholders (e.g. CEO and Board members), to coordinate and maximise funder relationships
- Past experience working for a campaigning organisation
- Experience of market research and testing new propositions
- Experience using Microsoft Dynamics

### **Our Values**

Ability to demonstrate understanding and apply our values.

**Integrity** – We demonstrate integrity throughout everything we do, internally and externally.

**Impact** – We make the biggest impact we can through good analysis and judgement, insight, feedback and focus.

**Leadership** – We motivate others through our individual and collective actions, our compelling vision, and our clarity on what work needs to be done.

**Focus on Friends** – To build our influence we put new and existing ‘friends; at the heart of our work.

**Accountability** – We hold ourselves and others to account for our work and how we work.

**Learning and Enquiring Mindset** – We learn continuously, challenging our own assumptions and habits while expanding our horizons to enable us to improve the impact of our work.

<b>Date approved</b>	October 2024
<b>Date reviewed</b>	September 2024

Friends of the Earth staff are not permitted to hold office for political parties or stand as candidates for political parties. Staff should also seek permission from the Senior Management Team if they wish to hold a non-public facing official role in a political party. If this is an issue, please do raise this with us as soon as possible.

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.