



Permanent Staff Role: Job Description & Person Specification

Section 1: Key Information

Job Title	Trusts & Foundations Manager
Department / Team	Fundraising Team
Responsible to	Senior Trusts and Foundations Manager
Contract type	Permanent
Hours of work	Full-time 40 hours per week (including 30-minute lunch breaks)
Purpose of role	Securing new income from Trusts & Foundations and managing a range of existing donors.

Section 2: Key Deliverables

2.a. Fundraising research, proposal writing and income generation

- Work with the Senior Trusts and Foundations Manager to deliver City Harvest's ambitious annual targets.
- Build a strong pipeline of new donors who have the potential to support City Harvest, with a focus on those previously unknown to the charity.
- Proactively research and explore new avenues for funding, ensuring the most effective approaches are made.
- Prepare and deliver targeted funding applications to trusts and foundations (including corporate foundations), working closely with key organisational stakeholders.
- Develop, maintain, and tailor a template application for comprehensive submission to smaller trusts and foundations.
- Work with the Senior Trusts & Foundations Manager to develop fresh, up-to-date content and insights for applications and reports.

2. b. Donor reporting and administration

- Maintain ownership of trust and foundation accounts, as agreed with the Senior Trusts and Foundations Manager.
- Meet all monitoring and reporting requirements for donors efficiently.
- Ensure internal systems and processes are kept up to date for strong donor management.
- Develop effective record-keeping systems to support reporting to donors.
- Work with the Communications and Community Impact teams to maintain an up-to-date bank of City Harvest stories and case studies for use in fundraising applications and updates.

- Manage Trusts and Foundations leads from other teams, establishing criteria fit and keeping them updated on progress.

2. c. Build positive relationships with funders

- Build and maintain strong relationships with key stakeholders at trusts and foundations.
- Support colleagues in engaging appropriately with funders, providing briefs and background information.
- Support the leadership team in building individual relationships with key donors where appropriate.

2.d Strategy & planning

- Work with Senior Trusts and Foundations Manager & Head of Fundraising to develop an organisational case for support and a range of highly fundable initiatives for City Harvest.

Section 3: Person Specification

Education & Training	Essential	Desirable
Chartered Institute of Fundraising – Trusts & Foundations		X
Educated to degree level or above	X	
Experience & Knowledge		
Experience working in Trusts & Foundations fundraising for at least two causes	X	
Proven track record of successful income generation and delivering against targets	X	
Demonstrable experience in proposal writing	X	
Experience in applying for corporate foundations		X
Experience building relationships with donors and senior stakeholders	X	
Good experience in report writing demonstrating grant impact	X	
Experience in maximising T&F income from long-term funders		X
An understanding of the issues of food poverty and food waste		X
Commitment to the core values and ethos of City Harvest	X	
Skills & Abilities		
Excellent written communication skills – translating complex work into accessible content for funding proposals	X	
Good verbal communication skills	X	
Ability to collaborate with multiple teams	X	
Strong administration skills, time management and problem-solving skills	X	
Knowledge of the fundraising landscape in the UK	X	

Experience of CRM databases	X	
Proficient in Microsoft Office	X	

“Trust and Foundation income is vital to City Harvest, making up over 30% of our total revenue. We are now seeking a second trust and foundations fundraiser to help us raise significant new income from unexplored Trusts & Foundations. We have been working as a small team of six, working towards our £4.2m income target for 2024/25. However, thanks to investment from our very engaged Board of Trustees, we will expand to eight fundraisers very soon, as City Harvest has so much potential. Now is a great time to join City Harvest and be integral to our ambitious plans. **Donna Beetham, Head of Fundraising**

“I have been at City Harvest for three years, leading our Trusts & Foundations income stream. Since the COVID-19 pandemic, City Harvest has built strong long-term relationships with some wonderful T&F supporters. Still, we know there is so much untapped income if we have the resources for more proactive research and applications. This new role will be a perfect opportunity to grow our grants income significantly.” **Charlie Loveday, Senior Trusts & Foundations Manager**