

# TRUSTS AND FOUNDATIONS MANAGER

UP



United  
Purpose   
Beyond aid

# **United Purpose** is a movement of people and organisations that strive to end poverty and inequality across the globe.

We are a leader in community-led development and grassroots innovations. For over 40 years we have worked with frontline activists, community organisations and individuals to support people to gain agency over their own lives – so they can move *beyond aid*.



## Background

United Purpose (UP) is an international development agency with an innovative community led approach to delivering the Sustainable Development Goals and eradicating global poverty and inequality in Africa, Asia and Latin America. UP lifts people out of poverty by providing solutions to poverty that last. United Purpose empowers communities to be independent – to live lives free from poverty, improve their life chances, and take agency over their future. In doing this we strive to move the world from charity to solidarity. We set out to solve the problems that we believe will have the most significant impact for those furthest left behind and most marginalised. To do this, we work at the intersection of ground-breaking innovation and decades of deep personal relationships and community-driven solutions.

In 2015, Village Aid – a small international development charity based in the Peak District – joined the United Purpose family. For the past 30 years, Village Aid has been supporting communities in West Africa to define their own route out of poverty. In addition to this, Village Aid has worked with individuals, community groups, businesses, schools and universities across the Peak District to engage local people in global issues. This post will be a member of the United Purpose External Affairs team, and will lead the Trusts and Foundations proposal development for both United Purpose and Village Aid.



# Trusts and Foundations Manager

**Responsible to:** Head of Fundraising and Development

**Base:** Home-based (with regular travel to the Peak District, and the UP office in Cardiff when required)

**Hours:** 35 hours per week

**Contract type:** Permanent, full time

**Salary:** £26,000-£31,000 pa dependent on experience

## Aim of post

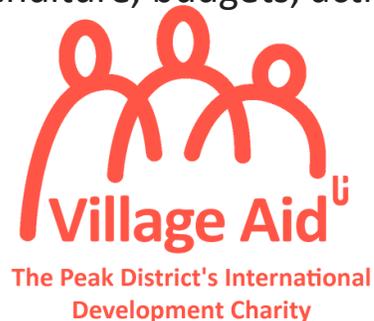
The United Purpose/Village Aid Trusts and Foundations portfolio has been identified as a significant growth area, and we're looking for an experienced fundraiser to accelerate our Trusts and Foundations offering. The post holder will work closely with the Head of Fundraising and Development to develop and manage relationships with Trusts and Foundations including the ongoing stewardship of current funders, as well as researching, developing and cultivating new partnerships at the £50k+ level. This will include undertaking detailed prospect research as well as working closely with country programme staff to identify the best fit between funds and projects. You will have the opportunity to work within a supportive, energetic and experienced team to cultivate strategic, valuable partnerships for Village Aid and United Purpose. The post holder will continue raising awareness of Village Aid's work by further developing links with local charity networks in South Yorkshire and the Peak District. The post holder will also be responsible for co-ordinating and submitting ongoing monitoring and evaluation reports in line with funding requirements.



PARTNERSHIP

## Responsibilities

- Responsible for raising income in line with United Purpose/Village Aid financial targets from charitable Trusts and Foundations
- Developing and implementing a detailed fundraising strategy for securing large gifts from Trusts and Foundations
- To create and write persuasive and tailored funding proposals, refining programme and project information into compelling and powerful proposals
- Work closely with the Head of Fundraising and Development to develop and deliver the Trusts and Foundations strategy, operational plan, annual priorities, KPI's and future income targets
- The post holder will personally manage and steward a portfolio of active Trusts and Foundations relationships, forging and maintaining strong relationships, delivering powerful and compelling proposals and implement effective donor cultivation plans
- To work in close collaboration with colleagues to identify prospective new funders, to match donors with appropriate funding opportunities and to ensure excellent stewardship
- Develop a portfolio of assets including applications, case studies and quotes to use in future proposals and across the wider team
- To establish rigorous processes to ensure prospects and donors are efficiently and effectively managed
- Be an ambassador for United Purpose/Village Aid at external events, working with colleagues, volunteers and trustees to unlock new opportunities – with a particular focus on building relationships and networks across the Peak District
- Regular reporting against expenditure, budgets, activity and performance against target



## Person specification

### Essential:

- Degree educated, preferably in development studies or a related field
- Proven ability and experience of securing significant funding from charitable Trusts and Foundations
- Experience of managing and developing relationships with key Trust and Foundations contacts
- A track record of delivering income against agreed targets and timescales
- Experience of setting effective annual budgets, targets and KPI's within a Trusts and Foundations context
- Experience of maintaining a funding pipeline, submitting applications and reports within agreed timescales
- Excellent research skills as well as a high level of literacy, numeracy and analytical skills
- Ability to communicate effectively and to a high standard for a range of audiences
- Excellent verbal and written communications skills, with ability to proactively craft compelling and powerful proposals for current and prospective funders
- Ability to rapidly familiarise with new subject areas, whilst being able to accurately analyse, summarise and communicate complex project information and statistics
- Knowledge of the funding context within the UK (essential)
- Ability to understand and work across a wide range of cultural and political contexts reflecting UP/VA's international presence
- Self-motivated with the ability to work on own initiative, as well as acting and thinking collaboratively as part of a team

### Desirable:

- Masters Degree in development studies or a related field



# HOW TO APPLY

To apply for this role please send your CV and a short covering letter to:

[applications@united-purpose.org](mailto:applications@united-purpose.org) by **3<sup>rd</sup> November 2019** quoting 'Trusts and Foundations Manager' in the subject line.

In the **cover letter**, please ensure to explain the following:

1. Why you are applying for the position
2. How your skills and experience meet the person specification

All applications will be acknowledged but only successful applications will be contacted further.

United Purpose has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.



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