



Major Donor and Trusts Manager

Department:	Fundraising
Job title:	Major Donor and Trusts Manager
Reports to:	Director of Fundraising and Engagement
Based at:	Head Office Leatherhead
Salary:	up to £45,000

Job Summary

The Major Donor and Trusts Manager leads the cultivation and stewardship of potential and existing major donors and trusts with a particular focus on driving significant income growth from major donors.

They will think strategically to develop fundraising cases of support and impact reporting working closely with Care service team and the finance team.

This role has line management responsibility for three experienced fundraisers who manage their own portfolios of Major Donors, Trusts, and Foundations

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.



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 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
- 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 three direct reports.

General Responsibilities

Leadership and Strategy

- Develop and manage the Philanthropy strategy, plans, budgets and KPIs
- Influence and shape project development and impact measurement by ensuring major funder needs are taken into account
- Take responsibility for own professional development and proactively maintain awareness of sector developments
- Live the Rainbow Trust values.

Operational and Project Planning

- Take responsibility for own individual work programme, KPIs and targets in consultation with line manager to monthly, quarterly and annual time frames
- Contribute to team and department planning events and activity

Working with Customers and Service Delivery

- 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.

Developing, Maintaining Systems and Procedures

- Take a proactive approach to continuous improvement striving for maximum efficiency and effectiveness
- Effectively document and govern processes
- Ensure that information relating to funders is appropriately recorded in CRM systems, accurate and adheres to data protection guidelines
- Use data to support decision making and monitor progress towards objectives

People Management and Development

- Recruit and retain high-performing staff with relevant experience and specialist skills
- Provide supportive and positive leadership for the Philanthropy team (including volunteers and interns) to create a positive atmosphere, an agile approach and high morale that inspires them to meet and exceed fundraising targets
- Conduct Performance Development reviews and regular 1:1's for all direct reports, supporting any performance issues identified
- Drive the annual Performance Management Process for your team
- Develop and monitor training plans for your team.

Team Working and Collaboration

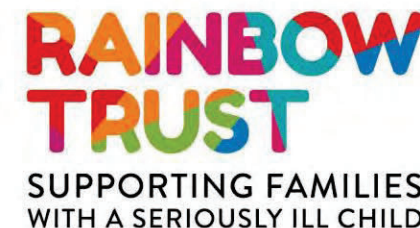
- Work collaboratively with all the Fundraising and Engagement team in a 'one team one target' culture
- Lead and champion the implementation of continuous business improvement and people development initiatives, including Buddying, PI and SBI processes
- Develop a deep knowledge of Rainbow Trust's activities, 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

- Complete relevant training to maintain knowledge and awareness of issues around the safeguarding of children and adhere to safeguarding policies and procedures
- Some UK travel and occasional weekend and evening work may be required
- The post holder may have to carry out other reasonable tasks or responsibilities under the direction of the Leadership team.

PERSON SPECIFICATION

Philanthropy Manager



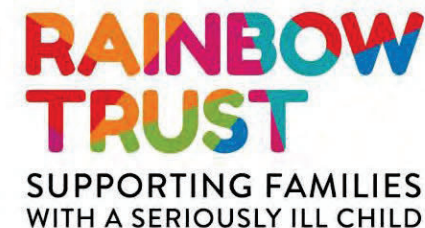
ESSENTIAL

DESIRABLE

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<p>Experience (Previous roles, types of organisations)</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Volunteer management • Worked for a fundraising charity
<p>Special Competencies (Specific job-related skills knowledge understanding)</p>	<ul style="list-style-type: none"> • 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 	
<p>Disposition (Influence over others, dependability, self-reliance)</p>	<ul style="list-style-type: none"> • 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 	

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<p>Thinking Style (Practical, conceptual, innovative, traditional, change orientated)</p>	<ul style="list-style-type: none"> • 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 	
<p>Attainments (Academic & prof qualifications & training)</p>	<ul style="list-style-type: none"> • Demonstrable interest in life-long learning and professional development 	
<p>Motivation (Ambition, money, security)</p>	<ul style="list-style-type: none"> • 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 	
<p>Circumstances (Mobility, special demands of job, unsocial hours)</p>	<ul style="list-style-type: none"> • Occasional requirement to work evening and/or weekends • Some travel within the UK may be required • Current valid driving licence 	