

|  |  |
| --- | --- |
| **Job Title** | **Trusts and Major Donors Manager** |
| **Reports to** | Chief Executive |
| **Mentors** | Gill Porter-Smith |
| **Business Function** | Fundraising |
| **Business Operation** | Thomley (Registered as Thomley Hall Centre) |
| **Location** | Worminghall |
| **Number of direct reports** | Partnership Manager |
| **Hours of Work** | 40 hrs per week, generally Mon – Fri but may be required to undertake work outside these hours to suit business needs |
| **Contract** | Permanent |

**Purpose of the Centre:**

* Improve the self-esteem, happiness and quality of life of disabled people, their families and friends, by offering healthy and purposeful activities enabling them to play, learn, socialise and work
* Provide opportunities for the whole family to spend quality time together, giving the parents and carers of disabled people a chance to meet and to access information and support
* Make the lives of disabled people and their families easier through disability awareness, education and involvement of the wider public, demonstrating practical examples for support and inclusion.

**Purpose of the role:**

* To maximise revenue and capital income from Trusts, Foundations and High Net-Worth individuals to meet day-to-day operational funding requirements and the delivery of the strategic plan.
* Contribute to the ongoing review and development of annual budgets and strategic direction of the charity.
* Engage colleagues and visitors as needed to support the development of proposals and applications.
* Make sure the CRM database is accurate and used effectively in managing donors and applications.

**Essential Skills and Knowledge for the role**

**Overview**

The role requires good solid communication, organisational, planning and management skills with experience of building relationships with a range of trusts, grants, foundation and individual donors that will contribute towards Thomley having a robust income stream to achieve its strategic and sustainable funding aims.

You will have the confidence and skills to engage with senior decision makers using various communication methods.

**Also required are the following:**

* Proven success in generating income using a range of fundraising strategies, tools and techniques.
* Skills to write high quality and engaging bids, manage contracts and meet reporting requirements.
* Proven success at developing/maintaining positive partnerships/relationships with Trusts and Foundations through using networking, communication and negotiation techniques and skills.
* Ability to spot opportunities at any time and see them through to successful conclusions.
* A proven track record of achieving financial targets.
* Demonstrate effective team working skills.
* A good understanding of the needs of disabled people of all ages and representing these needs in preparing applications.

**Accountabilities and Responsibilities**

**Key Accountabilities**

## Contribute to the financial stability and long-term sustainability of the organisation by providing compelling and successful bids and applications.

* Achieving success at achieving unrestricted and restrict income streams for core and development costs.
* Contribute to review and setting of budgets and strategic plan.
* Maintain a thorough understanding of Thomley and the benefits it brings in producing bids and applications.

**Key Responsibilities**

* Secure sufficient funding to support day-to-day operational requirements, growth and implementation of the strategic plan.
* Achieve agreed targets by developing strong relationships with trusts, foundations and high net-worth individuals through producing high quality bids and applications.
* Develop and manage a portfolio of existing and new trusts, grants and foundations.
* Represent Thomley in a compelling manner maximising its impact on potential donors.
* Monitor performance against targets and advise on corrective action as required.
* Maintain positive working relationships with internal colleague to make sure proposal meet the priorities of the strategic plan.
* Provide effective supervision and direction to the Partnership Manager to meet strategic objectives and financial targets.
* Be and active participant of the Senior Management Team.

|  |  |
| --- | --- |
| **Thomley Hall Centre** | |
| **Person Specification** | |
| **Behaviour / Values** | **Technical / Professional Expertise** |
| **Thomley**  Thomley improves the self-esteem, happiness and quality of life of disabled people, their families and friends, by offering healthy and purposeful activities enabling them to play, learn, socialise and work  **Responsive – Rely On Us**  Our staff respond to our visitors requests quickly and efficiently encompassing their needs and ideas  Always remember - If we don’t look after our visitors, someone else will.  **Under one roof**  Our staff work with our visitors to ensure that we offer a complete package within a safe, fun and supportive environment.  **Simple**  Our staff make life easy for our visitors at all points of contact within the organisation.  **Trustworthy**  Our people always support families, and other visitors in any way possible.  Our people represent a customer’s brand as if it was our own, always treating visitors as we would like to be treated. The reputation of Thomley is in the hands of every individual within the organization. | **Essential**   * Minimum 3 years’ experience of working in a not for profit environment. * Expertise in planning, organising and running initiatives to meet strategic targets. * Strong financial acumen to support the development of budget forecasts and financial management. * Proven success in generating significant levels of income through successful submissions of written applications. * Proven success at developing/maintaining positive partnerships/relationships with Trusts and Foundations by using a range of communication methods.   **Desirable**   * Excellent verbal and written communication skills, with the ability persuade, and deliver compelling and concise written emails and reports. * Confidence and ability to speak in public. * Experience of managing others. * Good understanding of the needs of disabled children, young people and adults. * Good understanding of Safeguarding * Competent IT skills with Microsoft Office products and CRM databases. * Clear DBS check. |