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**JOB DESCRIPTION**

**Job Title**

Philanthropy Manager (Trusts and Foundations)

**Grade 4: £34,267 - £43,700 depending on experience**

**Group** Professional Services

Head of Philanthropy

**Line Manager**

**Type of Position Individual Contributor**

**Main Purpose of Job**

Working as part of the Philanthropy team, the post holder will manage a portfolio of charitable Trusts and Foundations, developing new relationships, preparing tailored applications and managing grant compliance, reporting and stewardship. Where needed, the post holder will also support other major gift proposals to individuals and corporates.

**Key areas of Responsibility**

* Research and approach a range of Trusts giving at the 5 and 6 figure level to

contribute towards the team income targets for a range of projects

* Manage a portfolio of trust relationships and ensure an excellent level of stewardship
* Work with colleagues in Finance and Research Support to ensure grant application budgets are accurate and are developed in accordance with Hutton’s policies and processes
* Ensure all grant compliance including timeous grant reporting and working with the project team to ensure that terms of the grants are abided by
* Help collate information required to help develop new and compelling cases for support
* Prepare progress reports on prospect development, moves management and pipeline value, as required by the Head of Philanthropy
* Assist with creative stewardship of donors and opportunities to connect and engage
* Assist with other written proposals and bids as and when required

**Main Duties of Postholder**

* Manage a portfolio of charitable Trusts and Foundations, preparing and submitting key

reports in line with their reporting cycles and ensuring high standards are consistently met

* Prepare new funding applications for 5-6 figure grants from new prospects or

existing funders for a variety of projects, working with the Head of Philanthropy on large, complex and strategic projects

* Contribute to the development of strong cases for Trusts support for a range of

projects, and helping tailor proposals as required

* Meet agreed annual financial targets to contribute to the overall Philanthropy

team target

* Contribute to the Development team’s stewardship plans, managing invitation lists, and

helping organise and assist with visits and events

* Effective and regular communication with a range of stakeholders, both

internally and externally

* Monitor income budgets from each funder to ensure all income is accounted for and acknowledged and complies with financial and legal requirements
* Maintain meticulous donor and prospect history records and files
* Undertake any other duties as may be reasonably required by the Head of Philanthropy

**Person Specification**

**Education/Experience/Skills**

**Essential**

* Demonstrable fundraising experience, some of which should have been in charitable Trust and Foundation fundraising
* A proven track record in securing four and five figure grants
* A keen interest in the challenges that the James Hutton Institute seeks to address
* An ability to match donor interests with the James Hutton Institute’s funding needs, being creative in seeing how initiatives can be shaped or added to, in order to become more attractive to external funders
* An ability to work on own initiative, to be pro-active in developing proposals and in

solving problems

* Excellent organisational and time management skills with flawless attention to detail
* A polished and personable manner, with the confidence to deal with a range of

stakeholders and senior trustees

* Good communication skills (written and oral)
* Self-motivated, determined and efficient
* A team player who demonstrates willingness to share information and ability to

communicate positively and effectively with colleagues

* Sound IT skills as this is a self-servicing position
* Knowledge of UK charitable giving
* Knowledge of development or customer databases

**Desirable**

* Ability to use development or customer databases. Experience of Raiser’s Edge would be an advantage.

**Additional notes/Requirements**

* You must have the right to work in the UK