



# TRUST AND FOUNDATION FUNDRAISING MANAGER

JOB APPLICATION PACK



## ABOUT\_US

The Diana Award is a charity legacy to Diana, Princess of Wales' belief that young people have the power to change the world for the better.

Since 1999, over 47,000 young people have been recognised with a Diana Award for the outstanding difference they are making in their communities across the globe.

With the support of HRH Prince William and HRH Prince Harry, The Diana Award aims to inspire and recognise social action in young people by going beyond its original Awards programme with three additional youth led initiatives that emphasise a peer led approach.

## OUR\_MISSION

We foster, develop and inspire positive change in the lives of young people. We do this in three key ways:

- 1. Driving change**  
Facilitating change through practical action with young people.
- 2. Recognising change**  
Rewarding positive change made by young people.
- 3. Mobilising change**  
Celebrating and supporting ongoing change in young people

## OUR\_PROGRAMMES

### The Diana Award Programme

Awarding exceptional young people for selflessly creating and sustaining positive social change.

### Mentoring

Building the resilience and character of young people by providing guidance in decision making, active citizenship, life and career skills.

### Inspire Series

Enabling and supporting young people to take action on social issues in their community.

### Anti-Bullying

Engaging young people to change the attitudes, behaviours and culture of bullying by building skills and confidence to address different situations, both online and offline.



## EMPLOYMENT\_DETAILS

|                      |                                                                                                                                            |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| POSITION(S)          | Trust and Foundation Fundraising Manager                                                                                                   |
| SALARY               | Up to £30,000 per annum (depending on experience)                                                                                          |
| LOCATION             | London                                                                                                                                     |
| CONTRACT TYPE        | One Year Fixed Term Contract                                                                                                               |
| WORKING HOURS        | 37.5 hours per week                                                                                                                        |
| START DATE           | ASAP                                                                                                                                       |
| APPLICATION DEADLINE | Review of applications will start in August and continue until the position is filled. <b>Early applications are therefore encouraged.</b> |

## HOW\_TO\_APPLY

To apply please complete our online application form **as soon as possible**.

Unfortunately, due to the number of applications we receive we are only able to contact shortlisted applicants. Thank you for your understanding.

Before you begin the application form it is recommended that you have the following information ready:

1. A **copy of your CV** which you will be asked to upload to our system
2. **Personal Statement** (max 1500 words) where you should demonstrate how your experience, skills, knowledge and qualities meet the Job Description and Person Specification criteria listed. It is highly recommended that you write this in a word document **first** and then copy it into the application form.

If you have any questions please get in touch with Becky at The Diana Award on [becky.andrew@diana-award.org.uk](mailto:becky.andrew@diana-award.org.uk) or call 0207 628 7499 ex. 208



## **THE\_ROLE**

As Trust and Foundation Fundraising Manager you will take responsibility for successfully developing The Diana Award's income from a diverse range of trusts, foundations, statutory funders and other funding bodies. This will involve researching future funding opportunities, submitting applications and producing written grant proposals to support the role out of the organisation's youth programmes and wider organisational objectives, in line with our 5 year strategy. A proven track record of fundraising in this area is essential, along with excellent research, written and oral communication skills.

## **JOB\_DESCRIPTION**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by employees in this role. It is not exhaustive and staff may be required to undertake other reasonable duties commensurate with the role as requested by the line manager.

### **Key Responsibilities**

- Research, prepare and submit inspiring funding applications to charitable Trusts and Foundations working in conjunction with colleagues across the organisation
- Develop and maintain strong, long-term relationships with current and prospective donors and partners.
- Develop a portfolio of Trusts and Foundations and their key contacts.
- Represent the organisation externally to inspire support for our aims and activities.
- Manage your portfolio of Trusts to ensure that all activity and reports are delivered and their expectations are exceeded – working with colleagues across the organisation
- Creatively research and identify activities within the organisation that will appeal to Charitable Trusts; proactively identifying new and innovative funding sources.
- Write creative and compelling applications of varying sizes with the ability to convey complex ideas and our case for support
- Maximise the use of technology, to enhance fundraising success
- Keep clear and up to date records, complying with The Diana Award's data protection policies and procedures.
- Plan and co-ordinate joint working across the organisation to enhance fundraising
- Contribute to the development of a strategy to grow individual giving to The Diana Award
- Keep up to date with best practice in fundraising and comply with relevant charity/fundraising legislation
- Contribute to and prepare reports as necessary for various internal meetings to ensure that the senior management team and other colleagues are kept aware of on-going work and responses to applications made

## PERSON\_SPECIFICATION

### SKILLS

- Excellent oral or written communication skills with ability to communicate effectively at all levels
- The ability to independently plan and organise own workload, working to strict deadlines.
- Ability to work as part of a team and on own initiative
- Strong organisational and planning skills
- Excellent time management
- A high level of IT literacy (MS office, Outlook, database).
- Ability to communicate using technology and develop high quality presentations to aid in delivery
- Accuracy and attention to detail
- Able to prioritise own workload and deal with competing demands
- Outstanding written/verbal communication, reporting and presentation skills with the capability to convey ideas succinctly and persuasively
- Excellent numeracy skills including the ability to track income and present detailed financial information

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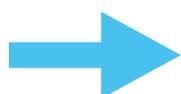
### EXPERIENCE/ KNOWLEDGE

- Degree or equivalent experience
- At least 1-2 years' charity experience in a trust fundraising role.
- Proven track record in achieving and exceeding financial targets in trust and foundation fundraising.
- Experience of developing proposals, including narrative and budgets, in line with organisational funding needs.
- Experience working with senior colleagues and stakeholders, including donors and trustees

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### PERSONAL ATTRIBUTES

- Commitment to The Diana Award's vision, values and mission
- Personal integrity and credibility
- A 'can do' attitude
- Commitment to self-development
- Good judgment
- Ability to work well under pressure
- Energetic, flexible and ability to travel across the UK on occasion



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