

Job title: Trusts Manager	Responsible for:	Reporting to: Head of Partnerships
<p>Primary Role</p> <ul style="list-style-type: none">• To maximize income from trusts and foundations in order to fund the work of ABF The Soldiers' Charity.• To manage relationships with Regional Directors in respect of all aspects of trust & foundation fundraising.• To manage relationships with new and existing funders to a high standard ensuring that maximum potential support is achieved.• To proactively identify prospects, approaching and winning resources from new trust and individual partnerships.• To develop a detailed knowledge of the Charity and its work in order to write creative and innovative applications.• To raise awareness of the work of ABF The Soldiers' Charity. <p>Key Working Relationships</p> <ul style="list-style-type: none">• Internal; Director of National Fundraising, Head of Partnerships, Director of Regions, Head of Events, Database Manager, Regional Directors of Fundraising; Director Grants and Welfare• External; current & prospective supporters, agencies, suppliers <p>Outline Specific Tasks</p> <ul style="list-style-type: none">• Manage and develop the income from an existing portfolio of trust and foundation donors.• Draft funding applications and reports, working with the Welfare and Finance departments and other colleagues to ensure quality information is available for reports and bids to trust and other donors.• Working with the Head of Partnerships to devise strategies for identifying and building a strong pipeline of High Net Worth Individual supporters in order to develop income from major Donors.• Research, identify and approach potential new trust supporters and in completing warm and cold trust mailings.		

- Responsibility for all aspects of trusts' stewardship: including timely thanking and processing of donations.
- Lead on and work with the Regional staff in order to successfully manage the centralisation of all aspects of trust fundraising; liaising with the Regions and working in collaboration where the terms of grant making demand.
- Ensure that all regional financial Trust data is accurate on Raisers Edge.
- Liaise with the finance team in order to reconcile all trust income, national and regional, to ensure both Raiser Edge and Iris are in compliance.
- Implementing procedures and processes to ensure accurate batching of trust income –at a central and regional level
- Maintain accurate and up to date records of trust fundraising activity on Raiser Edge Database, paper and electronic files, leading on processes and analysis underpinning the above tasks.
- Produce reports of progress regarding the status of Trust activity including monthly income reporting.
- Attend meetings with prospects and donors when appropriate including working closely with the Events Team to ensure opportunities to engage with funders are delivered and managed appropriately.
- To work closely with Head of Partnerships to support the major donor programme including cultivation and stewardship of supporters.
- To work with other team members to maintain appropriate records of all areas of partnership fundraising.
- Where appropriate to contribute to the development of the Major Donor programme.

Management

- Maintain an accurate database within Raiser's Edge and printed records of Trust Accounts.
- Work with Head of Partnerships to produce and manage income and expenditure budgets.
- Co-ordinate internal communications to ensure all parties are accurately informed about partnership projects.

- To ensure that donations are correctly logged and thanked in a timely manner.

Special Job Circumstances:

- Willingness to travel to partners across the UK and attend/assist in fundraising events when necessary.
- Willingness to travel to ABF The Soldiers' Charity Regional offices where appropriate.
- Willingness to work some unsociable hours when required.

Agreed by:

Date:

Published Date: