



Salvesen Mindroom Centre
support • inform • empower

Development Manager (Trusts & Foundations)

Title: Development Manager (Trusts & Foundations)

Responsible to: Director of Development

Salary: £32,101 - £36,130

Location: Home-based with regular travel to our offices in Edinburgh and to external meetings with funders. We provide a nationwide service and, as such, welcome applications from across Scotland.

Status: Full time; permanent

Supervisory responsibilities: None

SUPPORT, INFORM, EMPOWER

Three key words that sum up Salvesen Mindroom Centre.

Our Vision is to be the leading charity on neurodiversity in Scotland, with a strong reputation within the UK and international recognition for our expertise and research. We aim to help create a world in which no mind is left behind. We have a close partnership with a team of researchers in the Salvesen Mindroom Research Centre at the University of Edinburgh: ensuring that research translates into practical resources is at the heart of our mission.

We are looking for a highly experienced Fundraiser with a minimum of three years' experience of managing grant applications to Charitable Trusts and Foundations and demonstrable success in developing high quality, compelling Fundraising propositions and securing income from a robust pipeline of funders.

This is a key role for the organisation, supporting the development and delivery of SMC's fundraising strategy and its ambitious objectives. The Development Team is small in size – currently the Director, a Philanthropy and Partnerships Manager and the post holder of this role. However, we are a team with big ambitions and a strategic plan that will transform our philanthropic and business development income streams over the next five years. Therefore, we require individuals of the highest calibre who can be innovative, creative, proactive and flexible, with the ability to turn your skills to unexpected challenges.

Within the organisation, everyone is expected to support each other in a positive way, through a commitment to supportive team working. All staff and volunteers help shape the charity's policy and practice and our team is encouraged to use their creativity and personal skills to help us to develop and grow. We have an active Board of Trustees to assist our work.

The salary is in the range £32,101 - £36,130 depending on skills and experience. We offer 27 days annual leave, plus 8 days public holiday. The charity operates a contributory pension scheme to which the employer contribution is currently 5%. There is a mileage allowance for own car use. We have a confidential conversations service in place for all staff, currently provided by Crossreach. We offer flexible working, and TOIL is available when required.

PVG registration is required for this role and the successful applicant will be expected to comply with Salvesen Mindroom Centre's policies and practice, including confidentiality and data protection.

All new employees will be required to successfully complete a 6-month probationary period.

Job Purpose:

To support the development and delivery of SMC's fundraising strategy and its ambitious objectives.

To work with the Director of Development and their team to generate significant income from the following sources:

- Grant applications to Charitable Trusts and Foundations (both UK and overseas where appropriate).
- Lottery & public sector funding applications
- Corporate foundations

As the lead for most approaches to Trusts and Foundations, you will be responsible for significant grant applications (6 and 7 figure) but also approaches to smaller, local grant making bodies.

To work to a specific strategy and objectives, and you will contribute to the team's operational planning. Financial goals will be set, and progress will be regularly assessed and supported.

Main duties and responsibilities:

- Work closely with the Director of Development to plan, co-ordinate and support the SMC's approaches to trusts and foundations. This will include strategic overview of the trust portfolio, managing a pool of trusts, scheduling approaches, meeting with administrators and trustees, arranging visits to the project and writing effective proposals.
- Ensure the most appropriate funding applications are submitted in order to secure an optimal level of support from each trust. Maintaining up-to-date

and in-depth intelligence on major foundations funding priorities and preferences, involving desk research and face to face exploratory meetings with senior foundation representatives. Matching these with the most appropriate element of SMC's funding requirements.

- To manage a schedule of grant reports and outcome assessments to funders and to ensure compliance with grant funding criteria.
- To act as an information source within the Development Team on funding from the trusts and foundations sector, and as a central point for incoming queries from trusts.
- To ensure that current and accurate Trust contact details, income, application records, development strategy and activity for which the post holder is responsible is maintained in an appropriate platform.
- To provide exceptional creative and tailored stewardship for all funders.
- Prepare and update case statements and publications to support fundraising and to maximise visibility of SMC.
- To produce outcome reports and other written material as needed.
- Keep abreast of professional and regulatory developments in charity legislation and fundraising.
- Assist in the wider work of the organisation at the request of the Management Team.

Person Specification:

		Essential	Desirable
Education and qualifications	Educated to degree level	X	
Experience	Experience of fundraising at a manager level	X	
	Experience of successfully securing 5 and 6 figure grants	X	
	Experience of working in the voluntary sector	X	
	Experience of writing outcome and funding reports	X	
	A minimum of three years' experience of managing grant applications to Charitable Trusts and Foundations	X	
	Demonstrable success in developing high quality, compelling Fundraising propositions and securing income from a robust pipeline of funders	X	
Knowledge	Knowledge of contact relation databases and their use in fundraising management	X	

	Knowledge of prospect research and management	X	
Skills	Ability to instigate and develop new partnerships, recognizing and maximizing opportunities and networks	X	
	Ability to be customer focused and demonstrate a proactive, positive 'can do' team environment	X	
	Ability to be flexible as required	X	
Personal Attributes	Ability to work under one's own steam and be a senior, responsible and inspirational member of the development team	X	
	Ability to nurture high performance in oneself and colleagues in response to ambitious objectives and targets	X	
Other	A satisfactory PVG check (post offer of employment)	X	