

Development Manager (Trusts & Foundations)

Title: Development Manager (Trusts & Foundations)

Responsible to: Director of Development and External Affairs

Line Manager: Business Development and Marketing Manager

Salary: £32,101 - £36,130

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

Status: Full time; permanent

Supervisory Responsibilities: None

Salvesen Mindroom Centre is a charity that champions all forms of neurodiversity and supports all kinds of minds. Our mission is to be a leading centre for change, in how we live, work and learn. We achieve this through support, education, advocacy, and research.

As part of our strategic plan, we are seeking a senior team member who can play a key role in our developing business model. As we enter 2024, and looking further ahead, we aim to build upon our successful service delivery and partnerships to enhance the future sustainability of the charity. Our business focus is on successful income generation and ensuring that our services, many of which are free at the point of delivery, are nevertheless fully funded.

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.

Job Purpose and Duties

This is a key role for the organisation, supporting the development and delivery of Salvesen Mindroom Centre's (SMC) fundraising strategy and its ambitious objectives. The Development Team has been put in place following a recent restructuring of the organisation and is positioned to drive forward the diversification of income and sustainability of the organisation. 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.

Job Purpose:

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

To work with the Business Development and Marketing Manager and the wider Business Development team to generate significant income from the following sources:

- Grant applications to Charitable Trusts and Foundations (both UK and overseas where appropriate).
- Individual giving
- Statutory funders (in support of the Business Development and Marketing Manager, who will lead on this area of Income Generation)

As the lead for most approaches to Trusts and Foundations, you will be responsible for significant grant applications 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 Business Development and Marketing Manager 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 Business 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.
- Build up from a base of individual giving to maintain and grow this area of income
- 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 SCQF Level 10 in a relevant field (e.g. communications, business, finance, or in an area aligned with the charity's purpose such as education, health, social care). Qualifications may include Honours Degree, Graduate Diploma, Graduate Certificate, Professional or Graduate Apprenticeship at SCQF Level 10 OR significant equivalent skills and experience.	X	
Experience	Experience of fundraising at a manager level Experience of successfully securing 5 and 6 figure grants Experience of working in the voluntary sector Experience of writing outcome and funding reports A minimum of three years' experience of managing grant applications to Charitable Trusts and Foundations Demonstrable success in developing high quality, compelling Fundraising propositions and securing income from a robust pipeline of funders	X X X X X X	
Knowledge	Knowledge of contact relation databases and their use in fundraising management Knowledge of prospect research and management Understanding of neurodevelopmental conditions, lived experience and best practice.	X X	X
Skills	Ability to instigate and develop new partnerships, recognizing and maximizing opportunities and networks Ability to be customer focused and demonstrate a proactive, positive 'can do' team environment Ability to be flexible as required	X X X	

Personal Attributes	Ability to work under one's own steam and be a senior, responsible and inspirational member of the Business Development team Ability to nurture high performance in oneself and colleagues in response to ambitious objectives and targets	X X	
Other	A satisfactory PVG check (post offer of employment)	X	

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.

