**Head of Trusts & Foundations**

**Specifics of the role**

**Salary Scale:** Band C, £36,340 - £46,385, dependent on experience

**Position:** 0.6FTE (Flexible working)

**Leave:** 33 days per annum (pro rata, inclusive of bank holidays)

**Place of work:** Flexible with time in the office to be agreed.

**Conditions:** Enhanced Disclosure CRB required; all staff have responsibilities for the protection of children and young people and work to Caring in Bristol’s Policy for Protecting Children and Young People

**Responsible to:** Director of Income Generation/Charity Director

**Who we are**

Caring in Bristol’s vision is creating a city empowered to solve homelessness. We work in imaginative and creative ways with people experiencing or a risk of homelessness, with the public and with community partners to bring about lasting change in Bristol and beyond.

We are small yet highly ambitious and have significantly expanded our reach over the last three years to fund the work we are passionate about in our city. COVID-19 has transformed the strategies needed to support people at risk of or experiencing homelessness in Bristol, pushing many into precarious housing situations and creating large numbers of newly housed people that could fall back into homelessness.

**Our values**

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| ***Collaboration***  We learn, share and work with everyone in our community to create services that best meet need. Our beneficiaries inform the design, delivery, and evaluation of our work. We collect and apply evidence to build partnerships and embed our impact. | ***People first***  We value human relations, and the strengths people have and are committed to positive change and development in everyone. We will take positive risks with people. We hold that the wellbeing of our staff and volunteers is integral to the positive impact we can make with our beneficiaries. We are inclusive and celebrate diversity. | ***Focus on the end goal***  We work with our beneficiaries and volunteers to achieve their ambitions. We are here to make ourselves no longer needed and want Bristol to be the first major city to end homelessness. |

**Main aims and objectives of the role:**

Income from trusts, foundations and statutory funders represents over 50% of Caring in Bristol’s income and are crucial to our future sustainability and growth. As part of our continued investment in this area, our Head of Trusts and Foundations will take primary responsibility for securing and growing income from institutional funders and developing the wider charity to support this goal.

Caring in Bristol has grown rapidly in the last three years and our Head of Trusts and Foundations will bring the added maturity and experience to consolidate our growth and unlock the next period of development. In particular, they will lead the development of services/the organisation that create new strategic, multi-year funding opportunities from the UK’s most significant funders, including statutory sources.

The role is part of the Senior Management Team and Trustee-level Finance Committee, reports to the Director/Director of Fundraising, and currently manages a portfolio of funders donating £500-600k p.a., managing a Grants Relationship Lead.

The role is a key strategic advisor to the Director, Senior Management Team and Trustees, and is instrumental in helping set multi-year budgets and investment and managing internal progress/expectations towards income growth. You’ll work closely with our service and monitoring and evaluation teams, helping shape the project, impact and reporting needed to support this.

We’re looking for an experienced, skilled ‘partnership builder’ who can open, navigate and lead complex institutional funders towards deeper involvement with Caring in Bristol’s vision. Building relationships with other charities/delivery partners is also important, to help spot opportunities for co-working/co-funding that can open/develop funding relationships.

An understanding of homelessness/related funders and the wider system of operation/influence will be needed, as you’ll be representing this knowledge internally to shape our decision making at the highest level.

Strong written, interpersonal, relationship and proposition development skills are a must, with the ability to persuade and influence senior decision makers a key responsibility.

We offer great flexibility around working arrangements and you can largely organise your working hours to suit you. We have a vibrant and relaxed work culture, the chance to make the job your own, and to take our organisation on its next important step.

**Diversity**

We are committed to increasing diversity of staff within Caring in Bristol and within the Charity Sector as a whole.

We especially welcome applications from people with lived experience of homelessness. Black, Asian and ethnic minority candidates are particularly encouraged to apply for these roles. We welcome applications from everyone who meets the requirements of the Person Specifications. We encourage applications from all gender identities and sexual orientations; we are committed to equal opportunity, equal treatment and respect for every individual. If you have special access requirements, please do let us know.

We offer, and value, flexible working. As a charity we are proud to be committed to mental health awareness and to actively supporting the wellbeing of the team.

**Key tasks**

**Income generation**

* Lead the Trusts and Foundations function internally and externally, setting the strategy for income growth from institutional sources and managing all progress towards this.
* Advise the Senior Management Team and Trustees on strategic and operational issues that have an institutional funding component, helping find workable solutions and managing funder input accordingly.
* Set achievable budgets for trust, foundation and statutory income and identify and lead the organisational development needed to support sustainable relationships with funders.
* Integrate effectively with the service delivery team, helping build fundable services, robust cases for funding and funder development activities that support sustainable growth.
* Monitor and nurture the trust and foundation ‘market’, spotting and opening application opportunities and feeding back relevant insight to the charity.
* Lead on the scoping of new growth-funding streams, particularly statutory funding and social enterprise, to support the organisations sustainability.
* Lead the development and management of all funder relationships in-line with our strategy and budgets, ensuring the sustainable growth of funding for core and project activities.
* Lead the development and delivery of appropriate ‘donor experiences’, including feedback, reporting and funder visits, to sustain and develop funder relationships.
* Prepare and submit well-written, compelling, and complete funding applications of the highest standard to a diverse range of funders and manage their preparation through others in the team.
* Scope opportunities of pro bono support from funders and partners, identifying organisational need and matching this need to support offered.
* Act as the partnership-building expert internally, advising the Director, Director of Income Generation and the wider Senior Management Team on all matters relating to strategic commercial relationships at Caring in Bristol.

**Organisational development**

* Broker relationships with other charities/delivery partners to support new funding opportunities.
* Lead on the development of a ‘funder friendly’ culture at Caring in Bristol, helping deepen funder involvement with organisational strategy and project development.
* Work closely with the wider charity to develop our research and evaluation capabilities to support trust and foundation relationships.
* Help amplify the findings of research and evaluation with key audiences externally, especially within or related to trusts and foundations, to develop the reputation of the charity.

**Organisational relationships & management**

* Establish productive relationships with the Senior Management Team.
* Line-manage, support and develop the Grants Relationship Lead and other team members in line with their job description and responsibilities.
* Design and manage departmental budgets agreed at the beginning of each financial year.
* Identify and manage resources, key directories and publications necessary to support this research.
* Support the Director of Income Generation and Director with the overall fundraising and organisational strategy, taking on other duties as required.
* To attend events as a representative of Caring in Bristol as required.

**Other Responsibilities**

* Alongside your income generation colleagues, to take responsibility for ensuring our office environment is a healthy, positive and professional space to work;
* To follow organisational policies and procedures and observe the Code of Conduct;
* To actively participate in and attend supervisions, annual appraisal processes and identified training;
* Undertaking any other reasonable task as requested.

**Skills and experience**

We expect you to meet most of these criteria. However, we don’t expect you to meet *every* point and welcome applicants with transferrable skills and an ability to apply themselves in a new context.

* + Demonstratable experience leading and growing the trust, foundation and/or statutory department/income at other not-for-profit organisations.
  + Complete confidence in acquiring and managing sizeable (£100k p.a.) multi-year relationships with funders.
  + Experience managing organisational/service development to open new institutional funding opportunities from trust, foundation, and statutory sources.
  + Experience of partnership working, and the skills for developing, negotiating, and maintaining multi-organisational agreements.
  + Experience advising charity leadership (SMT, Trustees) on decision making that has an institutional funding component.
  + Strong communication/interpersonal skills, with the ability to build rapport quickly and influence at senior levels.
* Strong persuasive writing skills and the ability to influence people ‘off the page’.
  + Experience of organisational research/evaluation programmes, and how to communicate and leverage results externally.
* Knowledge of what sector leadership and innovation looks like for not-for-profit organisations.
* Experience of managing and motivating a team of staff.
* Strong IT skills.
* Solid organisational skills including consistency, accuracy, and an eye for detail.
* Empathy with Caring in Bristol’s organisational values.