



**Title** Trusts Manager

**Line manager** Head of Philanthropy

**Manages** Trusts Officer

**Salary** £40,000 per annum

**Location** London based office & home, with a minimum of 3 days in the office.

**Hours a week** 35

**Summary / overall purpose**

To be responsible for implementing and growing Cure Parkinson's Trust fundraising programme. Meet agreed income targets by producing high quality applications to secure significant income from grant-giving Trusts and Foundations, both existing and new. Managing and developing our existing Trusts Officer.

**Key duties / tasks**

- Lead and grow the Cure Parkinson's trust fundraising programme.
- Manage and support the Trusts Officer
- Secure income for Cure Parkinson's by creating tailored proposals for restricted and unrestricted funds, focusing on £50k+ opportunities.
- Support the development of an international trust programme.
- Work collaboratively with the research and senior management teams to identify immediate and long-term funding requirements, and to develop in-depth project proposals.
- To make the team aware of new and existing funding opportunities from Trusts and Grantmakers.
- To work across the fundraising team to utilise opportunities and encourage the team to identify opportunities in Trust fundraising as they arise.
- Submit high-quality grant applications within required deadlines to a wide range of funders including large national funders, building relationships and partnerships.

- Experience of securing five and six-figure, multi-year and one-off grants from charitable trusts and foundations, and other grant making bodies.
- Conduct regular research on prospects, recording the most up-to-date information available regarding propensity to give and application process.
- Develop prospect research into a pipeline of funding applications to small, medium, large and multi-year funders.
- To ensure that approaches are made to relevant funders and all opportunities are utilized.
- Create productive relationships with trust funders at all levels with the aim of securing funds and developing effective stewardship plans to maintain and increase levels of giving.
- Produce reports for funders to meet the requirements of grants and regularly update on progress of projects/relevant research
- Organise face-to-face meetings with key funders and research team/beneficiaries and invite to relevant research/fundraising events to engage support.
- Maintain accurate and up-to-date donor records and provide quarterly (or if requested, more frequent) reports to the Head of Philanthropy on progress, identifying upcoming opportunities and suggesting appropriate solutions to potential risks to income targets.
- Act as a representative of CP at external events, upholding ethical and professional standards at all times and identifying new fundraising opportunities where possible.
- Deliver against income and expenditure targets as set in the business plan, reporting, as required, on the performance, effectiveness and outcomes of specific projects internally and externally

## **THINGS WE ALL DO**

- Support CP events and activities as required, which will include occasional evening and weekend work
- Be an effective ambassador for the charity
- Develop an in-depth understanding of our work
- Take on other reasonable tasks, as required

**This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder**

**Hours of work and holidays:**

This is a full-time role. Hours are 9.30 to 5.30 Monday to Friday. However, it should be noted that some events will take place over weekends and Bank Holidays when your presence will be required, which will be compensated with time in lieu. We give 28 days' holiday three of which must be taken over Christmas, plus bank holidays.

**Pension scheme:**

After three months you will be entitled to join CP's auto-enrolment pension scheme to which the charity contributes 3%.

**Location:**

Cure Parkinson's, 120 New Cavendish Street, London, W1W 6XX

**Diversity:**

CP recognises the importance of diversity and encourages people from any background to apply for this role, provided they have suitable experience and ability as indicated in this specification.

NB. CPT "assessment for recruitment requirements and competencies" follows.

<p style="text-align: center;"><b>PERSON SPECIFICATION</b>  <b>Assessment for recruitment requirements and competencies</b></p>		
<p>JOB TITLE: Trusts Manager  LINE MANAGER: Head of Philanthropy</p>		
		<p>SPECIFY:  ESSENTIAL(E)  DESIRABLE (D)</p>
<p>APTITUDES/  SKILLS/ABILITIES</p>	<ul style="list-style-type: none"> <li>• Self-motivated and enthusiastic worker</li> <li>• Excellent communicator both written and face to face with an ability to adapt to each donor's individual needs</li> <li>• Passionate and energetic, able to inspire and engage people in Cure Parkinson's mission</li> <li>• Effective team worker</li> <li>• Ability to work on own initiative</li> <li>• Sensitivity to the cause and CP's research-based activity</li> <li>• Sense of humour, honest, empathetic, approachable and enthusiastic</li> <li>• Strong planning and organisational skills and an ability to manage a demanding workload, with a flexible and collaborative approach to work</li> <li>• A willingness to learn about Parkinson's and the research that CP funds. The ability to understand and convey technical or scientific information and communicating complex visions to non-scientific supporters</li> <li>• Committed to achieve Cure Parkinson's vision and values</li> <li>• Target driven - determination to grow this income stream for Cure Parkinson's</li> <li>• Is willing and able to travel and attend weekend meetings/events and participate in some out of hours work</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>

QUALIFICATIONS	<ul style="list-style-type: none"> <li>• A minimum of three years Trusts fundraising experience</li> </ul>	E
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> <li>• IT literate – Word, Excel, MS publisher, databases, website, social media etc.</li> <li>• Good problem-solving skills</li> <li>• Understanding of medical research</li> </ul>	E D D