Reports to: Head of Fundraising

Direct Reports: None

Salary: £33,000 per annum/pro rata

Working Hours: up to 28 hours per week

Location: 28 Commercial Street, London E1 6LS

Job Purpose:

Are you passionate about challenging poverty and inequality? Do you have the ambition and drive to make a difference as a key senior leader at Toynbee Hall, a charity that for over 130 years has promoted social action and change in the heart of East London and beyond?

Most importantly, can you convince others of the value of our work, and secure the investment and support we need to help people and communities change their futures for the better?

Is the answer is yes, we’d be delighted if you wanted to apply to be our Trusts and Grants Fundraising Manager at the heart of our organisation in the Fundraising & Communications team.

This exciting role offers a superb opportunity for an experienced, proactive and dynamic fundraiser to take the next step in their career and lead on this crucial income stream. With exceptional relationship-management and written skills, you will raise funds from and manage strategic relationships with trusts and grant-makers, maximising income to help combat the causes and impacts of poverty - and to inspire the next generation of social activists.

**Toynbee Hall**

For over a century Toynbee Hall has fought against poverty and inequality in East London and beyond, and today remains an even more vital resource for young and older people, families and the wider community.

We pride ourselves on putting people and communities at the heart of everything we do, from shaping our services to building our evidence base; from co- creating new ideas to speaking truth to power.

We enable people to tackle the things that stop them from taking opportunities and fulfilling their potential: whether that is debt, their wellbeing, financial exclusion or other injustices; and we use our learning to influence essential social policy and practice, challenging the systemic barriers that hold people and communities back and coming up with new solutions to age old problems.

East London needs organisations like Toynbee Hall, to build strengths, voice and collective endeavour to ensure everyone can take advantage of what the capital and its communities have to offer.

This is an exciting time for Toynbee Hall. The team has recently returned to its historic home, and at the same time opened a new, purpose built community wellbeing and advice centre on the same site. This renewed and revitalised space in the heart of East London will provide a platform for the organisation to make even stronger connections with the community around us, and be even more relevant and responsive to this community and beyond.

It is now more important than ever for us to use our new space, alongside our other assets: our history, our relationships, our strong evidence base and long track record of tackling poverty and inequality; and most of all the people around us to drive change, and make sure we have the most impact we can on East London and beyond.

To do this we absolutely need to generate new partnerships, investment and grant funding from charities, trusts and foundations to fund our delivery and innovation. Our agenda – to be a vital, relevant and valuable organisation to the community around us; the range of opportunities we offer; and our commitment to putting people in the lead are all things that these funders will be interested in. We want you to turn this huge potential into funding and sustaining vital work delivered directly and in partnership.

**The role**

We are looking for a talented and dynamic Trusts and Grants Officer to raise funds from and manage strategic relationships with trusts and foundations. You will manage a varied portfolio of existing and prospective funding partners, developing relationships with funders that help Toynbee Hall to deliver the best possible outcomes for people in our local community.

The role is a key part of a dynamic and supportive fundraising and communications team of five, who are responsible for everything from the charity’s corporate partnerships to large-scale grant funded projects and some institutional partnerships. This is an exciting time to join the team: we have recently moved back into our redeveloped home and are re-energising our programmes and strategy to reflect the heritage of a building that inspires social change, responds to emerging need and act as a catalyst to tackling inequality. In a time of spiralling living costs, increasing gentrification and loss of state support, this is needed more than ever.

**Responsibilities and Accountabilities:**

* Write tailored, inspirational applications and project reports addressing grant-making priorities or requirements as specified
* Create and maintain a schedule of approaches to new, lapsed and existing funders; developing, writing and delivering creative and engaging proposals in line with the objectives and criteria of each funder
* Work with Head of Fundraising to develop and maintain reporting and application systems and coordinate information across the fundraising team
* Communicate with funders’ senior staff and trustees in order to develop appropriate engagement strategies and approaches
* Build relationships, multiyear partnerships and income from existing trusts and foundations
* Work collaboratively across teams and areas of operation on impact reporting and evaluation

**Identifying funding opportunities to ensure that our charity broadens awareness of and funding for our vital work**

* Identify and research a comprehensive pipeline of realistic funding opportunities including trusts and corporate foundations
* Maintain a broad knowledge of the organisation’s funding needs
* Liaise closely with senior managers and teams to plan and develop the strongest possible proposals
* Approach funders, develop and maintain new relationships and access new fundraising opportunities

**Developing strong relationships with funders**

* Develop and maintain stewardship plans to keep all funders engaged with the impact of their support, including managing visits
* Report to key funders on progress, expenditure and future plans
* Working with delivery and management staff to ensure that funder objectives and monitoring requirements are met
* Maintain accurate records and information about funders on Raiser’s Edge and in communication with the finance team
* Identify and initiate opportunities for funders to engage with Toynbee Hall beyond their funded project

**Strategic**

* Plan and deliver individual fundraising projects; developing new fundraising ideas and engaging internal and external stakeholders to deliver them
* Work with Head of Fundraising to report and forecast progress against established targets for income, research and relationship development
* Stay informed of developments and trends in fundraising by monitoring sector news and networking with appropriate organisations
* Work with Executive team and CEO to leverage their contacts and expertise

**Team responsibility**

* Develop and maintain mutually supportive internal relationships with project teams, finance, monitoring and senior management
* Work in line with the Institute of Fundraising’s Code of Practice and fulfil any additional legal requirements related to this function of fundraising

**Key Knowledge and Skills:**

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| **Requirement** | **Essential** | **Desirable** |
| Experience | * Preparation and submission of complex funding applications, including large (£100k+) awards from trusts, foundations, or statutory funders. * Securing and managing small, medium and large grants from trusts, foundations or statutory funders. * Experience of managing or developing strategic relationships from identification all the way through to securing a gift or grant. | * Degree qualification or equivalent * Organisation of funder cultivation events |

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| Skills | * A strong writer, able to produce concise and compelling content to deadlines • * Excellent written and verbal communication skills; able to articulate complex information into simple and compelling messages * Good interpersonal skills, able to work with people at all levels. * Good numeracy skills and comfortable working with data and budgets. * Excellent attention to detail. * Highly organised; able to prioritise own workload and act on own initiative. Be highly organised, able to confidently work with financial data * Creativity and good problem solving skills. * Computer literate, including MS Office and online application processes. * Be an experienced and resourceful researcher, able to identify opportunities for funding | * Experience of working with databases (We use Raisers Edge) |
| Knowledge, understanding & awareness | * Understanding of the importance of grant funding relationships in the charitable sector. * Evidence of networking and relationship building in the fundraising sector | * Knowledge and understanding of disadvantaged communities. * Knowledge of and interest in history of social policy and social reform. * Knowledge and understanding of capital development projects and risks. * Member of the I of F |
| Personal attributes | * Enthusiastic and willing to take on a challenge. * A strategic thinker and problem-solver * Interested in the work of Toynbee Hall. * Team player and proactive attitude. Be a real team player, able to lead by example and inspire others * Quick to learn and keen to advance own development and skills. Be a fast learner, able to quickly develop an understanding of complex challenges |  |

**Learning and Development**

Toynbee Hall provides induction and project training. We support the development of relevant skills through qualifications and other learning and development opportunities. All employees receive regular support and supervision to facilitate their learning and development.

**Volunteers**

Volunteers are at the heart of Toynbee Hall’s work. All Toynbee Hall staff will be expected to support the volunteering ethos and to work alongside the volunteer team to promote and facilitate the involvement of volunteers wherever appropriate. All full time staff also get two volunteering days per year.

**Location and Working Hours**

This post is office based at Toynbee Hall, 28 Commercial Street, London E1 6LS. Toynbee Hall is supportive of occasional home working and flexible hours to accommodate individual needs