



Job Description

Title:	Philanthropy Manager (Trusts, Grants and Foundations)
Accountable to:	Fundraising Lead (Philanthropy Manager)
Responsible for:	N/A
Location:	Home-based with occasional travel to Head Office (Leamington Spa)
Contract Information:	Permanent, 35 hours per week. Flexible working patterns considered.
Salary:	£34,000 - £39,000 depending on experience
Benefits:	25 days holiday plus bank holidays (pro-rotas for part-time contracts) Pension Scheme Flexible working arrangements and part-time hours considered Birthday leave after 1 years' service. Paid mileage for travel to locations other than base location. Access to Employee Assistance Program.
Internal Relationships:	This post is in the Income Generation team but works closely with Finance, Housing, Helpline and Senior Leadership Team
External Relationships:	Local authorities, Trusts, Grants and Foundation

Main Purpose of Job

We're recruiting for an experienced Philanthropy Manager whose area of expertise is securing multi-year, five- to six-figure gifts from grant-making organisations. The role will be about developing and managing a trusts and grants pipeline. This includes the application and reporting process and building a reliable and sustainable income stream. The postholder will be responsible for all areas of trusts and grants fundraising, including writing compelling applications that solicit funding for Life's vital work as well as reporting on our service delivery outcomes, maximising the opportunities for renewed funding.

The Philanthropy Manager (Trusts, Grants and Foundations) will be responsible for delivering a strategic approach to trusts, grants and foundations; working with service delivery areas of the organisation as well as the finance department, to create compelling projects, with measurable outcomes that can be reported on. The postholder will be able to articulate these projects into cases

for support within written applications, matching projects with appropriate funders and delivering a compelling ask. This role requires the development of a trusts, grants and foundations pipeline, from research through to reporting, ensuring a sustainable and maximised income stream.

Key Responsibilities

1. Lead on the trusts, grants and foundations fundraising strategy of Life Charity in line with wider organisational strategy and fundraising strategy; including securing five- and six-figure donations, multi-year funding and writing business cases to attract funding from trusts, grants and foundations as well as statutory sources.
2. Create, manage and deliver a pipeline of funding from trusts, grants and foundations, achieving an annual income target.
3. Account manage and steward existing trust and statutory donors, including sending applications, updates and managing income.
4. Collaborate with service delivery teams and members of the SLT to create compelling funding proposals that are tailored to the interests and motivations of donors. Creating proposals that articulate the problem we're solving, presenting evidence, establishing credibility, describing what difference the funding will make, and inspiring donors to take action to bring about change.
5. Complete robust and regular research of funding opportunities, sending the right applications to the right funders, at the right time. Ensure that donors are truly the right prospects for our charity and prioritise the best ones to approach. Confident in picking up the phone, talking to people you don't know and asking pertinent questions.
6. Overseeing the stewardship offering for trust and statutory donors, including written reports/updates, invitations to visit, and attendance at supporter events, ensuring all supporters have a positive experience of engaging with the charity & strong relationships are maintained.
7. Keeping up to date with knowledge of the current UK Trusts and Foundations fundraising environment. Implementing effective strategies for securing core costs and project funding.
8. Responsible for creating and delivering a delegated budget for Trusts and Foundations. Produce and maintain accurate records of all income and expenditure. Report on variances to the Fundraising Lead and Director of Income Generation. Take responsibility for financial targets, ensuring KPIs are achieved.
9. Work with the finance team and service leads to create accurate project budgets and to ensure secured income is spent in compliance with funding agreements.
10. Recording all trust and statutory data on the fundraising database and running reports to track income and trends.
11. Keeping records of secured and received income and writing reports as required for SLT and board of trustees meetings.
12. Act as the specialist point of reference for the charity in relation to Trusts and Foundations fundraising, providing advice and recommendations on this to colleagues, the Senior Leadership Team and Trustees.

13. Play an active role in the fundraising team and wider income generation department, developing strong relationships with colleagues.
14. Undertake other duties as requested by the Fundraising Lead and/or Senior Leadership Team.

Corporate Behaviours

Life 2009 expects staff to:

- Work towards the charity's aims, objectives, ethical position and uphold its vision and mission.
- Operate in line with our core workplace values:
 - **Humanity** – All people are special and equal.
 - **Solidarity** – We are with you and for you.
 - **Community** – We are better together.
 - **Charity** – Doing good for one another.
 - **Common Good** – Building a better world.
- Demonstrate respect for others and value diversity.
- Act responsibly regarding the health and safety of themselves, colleagues, volunteers, service users and others affected by their work.
- Focus on clients, customers and volunteers, both internally and externally, at all times.
- Make an active contribution to the development and continuous improvement of the service.
- Learn from, and share, experience and knowledge.
- Keep others informed of issues of importance and relevance.
- Consciously review mistakes and successes to improve performance.
- After appropriate training, act as an ambassador for the charity and always maintain professional standards.
- Use discretion and sensitivity and be aware of issues requiring total confidentiality.
- Demonstrate a flexible approach to work.
- Abide by and take responsibility for the obtaining, storage, processing and sharing of personal data within the meaning of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018, and as defined in relevant Life policies.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post holder.

Person Specification

Post Title:	Philanthropy Manager (Trusts, Grants and Foundations)
-------------	---

Experience, Knowledge and Qualifications

	Essential	Desirable
Strong communication skills, both written and verbal	✓	
Ability to analyse data and produce clear reports	✓	
Confident in working independently and making sound judgements	✓	
Experience of working within a charity or voluntary sector		✓
Proven relevant experience with a successful track record of achieving five and six figure grants and multi-year grants from trusts, foundations and/or statutory grant makers	✓	
Proven relevant experience of success in delivering on annual income targets.	✓	
Proven relevant experience of working with service delivery and finance teams to create compelling cases for support and articulating these in applications for funding.	✓	
Proven experience of creating, managing and delivering a trusts, grants and foundations pipeline, encompassing: research, creating compelling projects and articulating them into cases for support as applications, delivery, reporting and re- engagement.	✓	
A thorough understanding of GDPR, ICO and other relevant regulations	✓	
Proven experience of creating and monitoring budgets	✓	
Excellent IT skills including Microsoft packages	✓	

Skills and Personal Attributes

Ability to demonstrate, understand and apply our workplace values. These are embedded in all roles and employees must evidence their attitudes/behaviours	✓	
Committed to the vision, mission and values of the charity	✓	
Highly professional and confidential approach	✓	
Highly organised with the ability to organise others	✓	
Ability to work on own initiative	✓	
Handles pressure of meeting deadlines and supports others where possible	✓	

Motivated, self-starter attitude with a proactive approach focused on high-quality relationships and income growth	√	
Ability to motivate others and work as part of a team	√	
Ability to promote the charity to a wide range of individuals and external contacts	√	
Commitment to quality, customer service, best practice and best value in all aspects of the charity's operation	√	
Commitment to own personal and professional development	√	

INTERNAL USE ONLY

Approved By:	
Date Approved:	23.07.2026
Issue Number:	2
Review Date:	23.07.2028