



- Job Title:** **Trusts and Foundations Manager**  
*Maternity Cover to January 2021 with possibility of extension*
- Responsible to:** Head of Fundraising
- Direct report:** Trusts and Major Gifts Officer
- Job purpose:** To generate unrestricted income from new funders as well as manage a portfolio of existing Trusts and Foundations
- Salary:** £41,742 – 46,539 with London weighting
- Hours:** Part time or full time will be considered (minimum 3 days/week)
- Location:** Offices based in Vauxhall, London (flexible working offered)
- Closing Date:** 9am, 15<sup>th</sup> January 2020.

Please send your application form to: [personnel@healthpovertyaction.org](mailto:personnel@healthpovertyaction.org). We will review applications ongoing so early submissions are appreciated!

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## **BACKGROUND**

Health Poverty Action acts in solidarity with health workers, activists and communities worldwide to improve health and challenge the causes of poverty.

Our distinct approach can be summarised as a combination of three features:

### **We approach health as an issue of social justice**

Health is a human right that many are currently denied. The greatest causes of poor health worldwide are political, social and economic injustices. This is a global scandal which causes unnecessary suffering on a massive scale.

We tackle these complex root causes of social injustice in two ways. Firstly, we work in partnership with communities to help them take back the power to improve their own health. Secondly, we campaign on a national and international level to change policy, and destroy unjust power relations.

### **We prioritise those missed out by others**

We believe in health for all, without exclusion. Development organisations tend to cluster together, which leaves large populations with almost no support at all. People may be living in hard to reach areas, or are difficult to support for some other reason. We make these most neglected populations our highest priority.

## **We address the full range of factors which impact on health**

Health is a combination of physical, mental and social wellbeing. As well as strengthening health services we work on areas such as nutrition, water, sanitation, gender discrimination, and income generation. Tackling one cause of poor health in isolation can give the appearance of improving health in the short term, but tackling numerous factors together saves lives.

We are acutely aware of how our own power dynamics as an organisation impact on the people we work with, and we work in partnership with communities to create long term relationships built on trust.

We are part of a global movement for health justice - the People's Health Movement (PHM). The PHM is today's embodiment of the primary health care movement and the radical vision it set out continues to rally health workers and policy makers worldwide. This quote from the founding document of this movement, the People's Health Charter, sums up the essence of Health Poverty Action's values and identity:

"Health is a social, economic and political issues and above all a fundamental human right. Inequality, poverty, exploitation, violence and injustice are at the root of ill-health and the deaths of poor and marginalised people. Health for all means that powerful vested interests have to be challenged, and that political and economic priorities have to be drastically changed. This Charter encourages people to develop their own solutions, and to hold accountable local authorities, national governments, international organisations and corporations."

In 2017 we also formed a strategic partnership with Find Your Feet. As the funding landscape changes, smaller NGOs like Find Your Feet are finding it necessary to explore new ways of working to secure the long-term sustainability of their work. The partnership ensures Find Your Feet's livelihoods work will continue to be as strong as ever in the future as a part of Health Poverty Action. By sharing expertise to create more holistic health and livelihoods projects, we will maximise the benefits felt by the communities we work with around the world.

## **JOB DESCRIPTION**

### **Context of the role**

It's an exciting time to join Health Poverty Action's fundraising team. We are innovating the strategic direction of our team, including identifying and investing in areas for growth and setting ambitious but achievable goals for the years ahead.

You will be working within a team (and organisation) of value-driven and dedicated people. We care about our work culture and strive to make Health Poverty Action a place where people feel valued and want to work. Given our minimal bureaucracy, our team has a large amount of freedom to design plans and campaigns that are engaging, fun, and aligned with our values.

Each member of the team plays a vital role in how we work – everyone's voice has value.

This role has been shaped to allow you to grow your skills in fundraising for a range of development projects, and there is a lot of opportunity to put your own mark on the role.

This is the perfect role for an experienced trusts and foundations fundraiser who can balance securing new unrestricted income, especially using full cost recovery methods, with taking responsibility for a varied portfolio of relationships with funders currently ranging from £2,000 to £200,000.

You will be a self-starter and innovative in your approach to locating new sources of unrestricted income. You will have pro-active relationship management skills to ensure we grow and maintain our existing portfolio. You will have a track record of securing 6-figure multi-year funding from UK Foundations, ideally as well as those from funders in the United States and Europe. Ideal candidates will bring established relationships with various funders to be able to hit the ground running!

The current Trusts and Foundations budget is over £500,000 per annum, which includes key responsibilities around raising match funding as well as ensuring full cost recovery for our projects. You will also be charged with managing the strategy and budget for the area.

There are currently two Trusts and Foundations positions in our small and dedicated Fundraising Team – this position which manages a newly-created Trusts and Major Gifts Officer who supports Trusts and Foundations as well as a burgeoning Major Gifts programme.

It's a new year, and a great chance to make a change. If this sounds like the right opportunity for you – even if you don't have every bit of experience mentioned here – we'd love to hear from you. We are open to hearing from candidates who feel they can bring their experience, energy and personality into our work to build our Trusts and Foundations income. We support flexible working whenever possible, and we are open to considering either a part time or full time role to suit the right person.

By working with us you can ensure people worldwide are able to improve their health and livelihoods!

### **Key responsibilities**

In the continually changing environment in which we operate it is not always possible to have completely fixed responsibilities, which presents an exciting opportunity to shape this role at Health Poverty Action. The following outline provides a view of the scope of the work, within which your strategies and priorities will be agreed with the Head of Fundraising:

#### **Explore new trusts**

- Manage the prospect pipeline by researching, identifying and applying for new funding opportunities from trusts and foundations, including untapped markets
- Identify new donors to support the full cost recovery of projects
- Oversee bi-annual mailings to a selection of newly identified small trusts
- Proactively engage with Trustees and gatekeepers to ensure the most appropriate approach is being used
- Identify suitable activities / projects and initiate approaches
- Lead on product development and cases for support

### **Maintain a portfolio of existing relationships**

- Maintain and build relationships of a portfolio of existing trusts and foundations, through executing high quality stewardship, including preparing and submitting targeted applications and reports
- Increase the average size and longevity of grants received by securing repeat funding from existing trusts and foundations and reactivating lapsed funders
- Adopt an innovative approach to trusts and foundations fundraising through continuous reflection of the approach being used
- Monitor performance against agreed budget
- Works alongside the programmes team to meet matched funding requirements

### **Line Management**

- Line manage the Trusts and Major Gifts Officer (shared oversight with Head of Fundraising on major gifts), including support and guidance on their applications and reports to small to medium-sized donors and support in researching and identifying new donor prospects

### **Strategic involvement**

- Manage the Trusts and Foundations strategy, objectives and budget
- Contribute to the planning and effectiveness of the wider fundraising team

### **Maintain records**

- Maintain a detailed database of trusts and foundations, keeping it updated and accurate to report on performance and inform priorities and annual work plans

### **Other**

- Be aware of all Health Poverty Action's work and developments to identify potential fundraising opportunities
- Act as a representative of Health Poverty Action when required and communicate its work in a passionate and professional way
- Manage own workload and set objectives and deadlines with the Head of Fundraising
- Undertake all other reasonable activity requested by the organisation

## **PERSON SPECIFICATION**

### *Experience*

- A successful track record that demonstrates outstanding qualities in the key responsibility areas
- Experience in raising both unrestricted and restricted funds
- Line management experience (preferred but not required)

### *Key Areas*

- Successfully raising funds from trusts and foundations
- Experience leading the full fundraising cycle; prospect research, portfolio and pipeline management, writing compelling proposals and reports, ongoing relationship management and new relationship development
- A successful track record of working to and meeting targets
- IT literate; ability to use Microsoft Office
- Experience of using a CRM/Fundraising database and championing positive data culture
- Good understanding of fundraising principles

### *Working Style*

- A warm, friendly and empathetic colleague
- Valuable and positive cross-organisational team player who supports and motivates colleagues
- Able to work well both individually and as part of a team
- Enthusiasm and flexibility to take on new tasks
- Willingness to take responsibility and initiative
- Excellent negotiation and diplomacy skills, with the ability to find ways of getting things done cross-organisationally
- Able to work fast, contributing to a friendly, inclusive and supportive environment of energy, enthusiasm and collective success
- Well organised and reliable, with exceptional attention to detail and accuracy

### *General*

- Ability to think and plan strategically, both creatively and laterally
- Can work flexibly, solve problems, and adapt to rapidly changing demands and opportunities whilst retaining clear priorities and strategic focus
- Proactive and self-motivated, with ability to use own initiative
- Ability to handle pressure and tight timescales, meeting and monitoring deadlines and targets
- Can work in a multi-cultural context

### *Commitment*

- Passionate and demonstrable commitment to our values
- Ability to enthuse and inspire others to support our work

## **BENEFITS**

### **Salary**

£41,742 – 46,539 with London weighting.

### **Hours**

We are considering both part time and full time for this role (3 - 5 days / 21 - 35 hours per week). We believe in supporting flexible working as much as we reasonably can and will consider options to work at home.

### **Holidays**

25 days per year, plus time between Christmas and New Year and English public holidays. An additional day of leave is added for every two years of completed service, up to 3 days. This will be pro rata based on whether part time or full time.

### **Pension**

Staff are encouraged to join Health Poverty Action's pension scheme. Health Poverty Action will match your contributions up to a maximum of 5% of gross salary (and subject to a minimum contribution of 4%).

### **Other**

Candidates need to either have or be able to acquire the right to work in the UK. The post may involve some international travel.

***At Health Poverty Action we celebrate diversity and promote equality and inclusion amongst all of our staff and everyone we work with. We actively support and encourage people from a variety of backgrounds, experiences and***

***skill sets to join us and help shape what we do. We are particularly keen to hear from ethnic minority candidates.***

*Thank you for considering working with Health Poverty Action.*