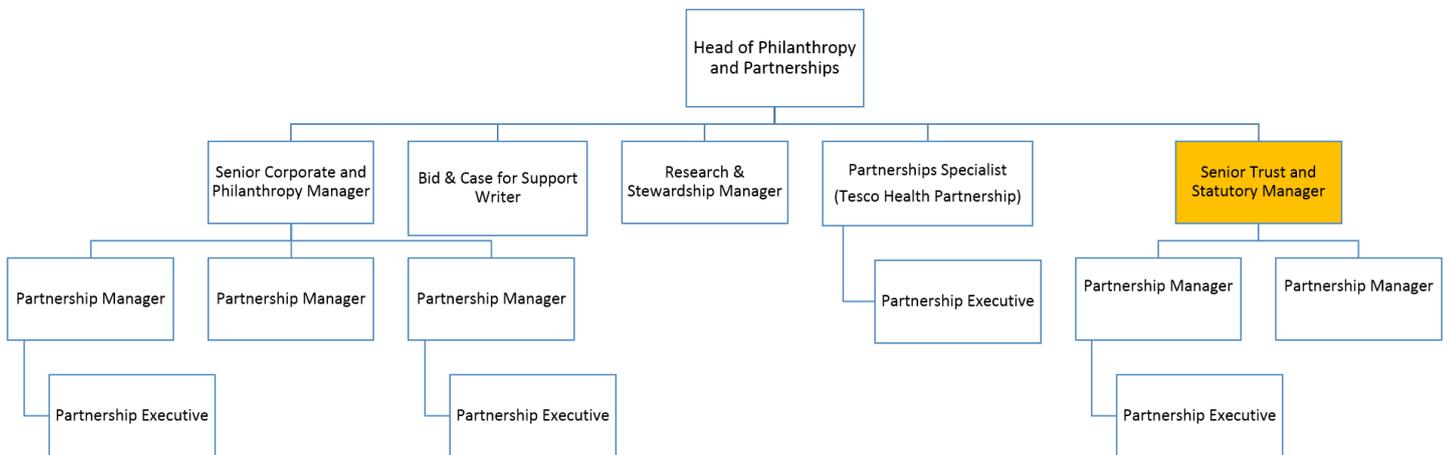


Senior Trust and Statutory Manager

DIRECTORATE:	Engagement and Fundraising
SECTION:	Philanthropy and Partnerships
REPORTING TO:	Head of Philanthropy and Partnerships
CONTRACT:	Permanent



WORKING RELATIONSHIPS:

Inside Diabetes UK
Executive Team and senior level staff, Trustees, Philanthropy and Partnerships team, wider Engagement and Fundraising Directorate, key delivery teams across the organisation, finance, data team, legal, IT, digital, business support
Outside Diabetes UK
Large Trusts and Foundations, Consultants and sector experts, counterparts at other charities, the NHS and Public Health England, Sport England, institutional funders

OVERALL PURPOSE OF THE JOB

The Senior Trust and Statutory Manager will be Diabetes UK’s expert in trusts, statutory and institutional funding, responsible for leading a team to continue and accelerate our recent growth across these areas as a senior manager in an award winning Philanthropy and Partnerships team.

This role is ideal for a candidate with fundraising and development experience, and the vision, confidence and the resourcefulness to identify and pursue new fundraising opportunities and nurture existing development relationships. You will serve as an external ambassador for Diabetes UK within the Trust and Foundation community, representing the organisation at high level meetings and working closely with Diabetes UK’s leadership team.

As a key member of the leadership team within Philanthropy and Partnerships, this person will work closely with leads on corporate and major donor fundraising to leverage cross-team opportunities and shape the strategic direction of Diabetes UK's high value programme over the next 3 – 5 years. You will develop and implement strategy for the Trusts and Foundations team, providing leadership and motivation, defining budgets, resource allocation and fundraising metrics.

The post holder will proactively manage and develop high level (£100k+) trust and statutory relationships and apply her/his high levels of organisational knowledge to facilitate bids and propositions that are a strong strategic fit and in keeping with funder requirements. The post holder will need to be able to bring together relevant stakeholders internally and externally to achieve results. In addition, they will be responsible for horizon scanning for new opportunities, and will work with the Research and Stewardship Manager to ensure that there is a robust pipeline in place for the team as a whole.

MAIN DUTIES AND RESPONSIBILITIES:

Income generation

- Maximise trust and institutional income for Diabetes UK, through developing existing relationships and ensuring that there is a strong research, pipeline and cultivation strategy in place.
- Create a strategy and plan to increase value and frequency of gifts by progressing relationships to higher giving levels where appropriate, ultimately leading the team to generate £1m+ per annum from Trust and Statutory funders.
- To be personally responsible for developing and maintain a portfolio of prospective and existing high value (£100k+) relationships, focusing on building strategic partnership
- To think long term and develop ambitious proposals to trusts to grow existing partnerships and develop new supporters for the organisation to achieve organisational goals
- Proactively seek and manage statutory or institutional relationships with identified and appropriate projects
- Ensure that all Trust and Statutory applications and proposals are of a high quality, tailored and appropriate
- Work closely with key internal stakeholders both to understand and be able to articulate their work into clear, compelling proposals. Build and maintain a strong knowledge of Diabetes UK's activities & services, of competitor activity and potential partners
- Ensure all current trust and statutory relationships are managed to their full potential and fulfil both organisation's aims and objectives – and are delivered in a compliant way and progressing to agreed spend and activity.
- To work with the Head of Philanthropy and Partnerships and others to review organisational funding model and the role of intuitional, trust, grant and statutory income.

Team Leadership

- Lead and motivate the team to maximise their skills and achievements and enable them to deliver on objectives and targets
- Keep abreast of commercial, sector and departmental best practice, bringing and sharing within the team and in order to create a standard of excellence
- Manage the performance of the team through the Diabetes UK appraisal system and other HR policies

- Ensure that all reporting requirements are delivered in a timely and professional manner
- Ensure accurate records are maintained on CIS
- Manage the team's income and expenditure budget against agreed targets, in line with Diabetes UK's financial procedures
- Be responsible for recruitment as necessary

Contribution to Fundraising Directorate

- Cultivating positive and effective internal relationships across the organisation
- Lead on creating and updating a suite of in budget and out of budget proposals
- Work with across the Philanthropy and Partnerships team to create a joined up cultivation and stewardship, and look for joint funding opportunities where possible
- Represent Diabetes UK at external events as appropriate
- Any other duties, appropriate to the role

PERSON SPECIFICATION:

The best person for this job will be able to:

- Demonstrate excellent written and verbal communication skills
- Communicate effectively at all levels including senior managers, Trustees and high level volunteers
- Have good numerical skills which enable you to construct detailed budgets for funders.
- Demonstrate an excellent knowledge and understanding of the sector and funding environment

The best person for this job will have experience in:

- Successful trust and /or statutory Fundraising at a £100k+ per annum level
- Leading and managing a team
- Creating and implementing strategies and business plans
- Developing positive strategic relationships with trusts, foundations and statutory organisations

The best person for this job will be:

- Collaborative, authoritative and a good presenter, able to pitch complicated funding proposals to sophisticated funders
- A strong leader and manager, with experience motivating and developing teams
- Able to navigate the internal complexity of a large and diverse organisation
- Flexible and able to manage competing deadlines and priorities

It would be desirable if the person was:

- Educated to degree level, however candidates with relevant work experience will be considered for this post.
- Experienced working in other high value fundraising areas (philanthropy or corporate) and/or working collaboratively to maximise high value donor relationships across a whole fundraising team.
- Experienced fundraising for a UK Health charity, with a knowledge of funders operating in this space