

Job Summary

Trusts and Foundations Manager

Responsible to:	Development Director
Salary:	£30,000 - £33,500
Hours:	Normal office hours are 10am – 6pm Monday to Friday. Regular evening and occasional weekend work required. No overtime or TOIL is offered.
Benefits include:	Contributory Pension Scheme; Season Ticket Loan Scheme; Training and Development opportunities
Holiday:	25 days per annum; rising by one day for each full financial year worked to a maximum of 30.
Probation Period:	3 months
Notice Period:	3 months

The Trusts and Foundations Manager is responsible for keeping up-to-date with best practice in their field including knowledge of changes around GDPR, trends in grant-giving and statutory funding, as well as being plugged into networks with peers in the sector. The Trusts and Foundations Manager will have a good understanding of the sector as a whole and how the Young Vic's offer compares to other performing arts organisations.

The Trusts and Foundations Manager role sits within the Development Team of the Young Vic, led by the Development Director. In addition to managing the Trusts and Foundations Manager, the Development Director manages the Head of Individual Giving, the Corporate Development Manager and the Development Officer. The Head of Individual Giving manages the Development Assistant.

Job Description

Trusts and Foundations Manager

Key objectives:

- Work with the Development Director to achieve the annual fundraising target of approximately £1.7 million.
- Take the lead in securing gifts from Trusts and Foundations by seeking prospects, cultivating relationships, writing applications, receiving funds and preparing evaluation reports.
- Take responsibility for the creation, management and monitoring of fundraising initiatives enabling cross cultivation between corporate, individuals and trusts fundraising.
- Contribute to statutory applications and reporting.
- Work collaboratively with the team to arrange and attend events where there is shared responsibility for donors, including all Press Nights.
- Co-ordinate events and regular hospitality around productions at the Young Vic and any West End transfers.
- Work with relevant departments at the Young Vic to establish the rhetoric around, monitor and evaluate fundraising projects.
- Give the highest level of care and attention to all donors.

Tasks and responsibilities:

Trusts & Foundations fundraising

- Be responsible for meeting income targets from grant-makers and all associated reporting.
- Work with the Development Director to develop and implement long-term planning for Trusts and Foundations.
- Work closely with colleagues across the Young Vic, especially those in Taking Part and Directors Program teams, to define projects and programmes which appeal to trusts and statutory funders.
- Create proposals which meet funder objectives and accurately represent the work of the Young Vic in a compelling way.
- Establish the rhetoric around projects and productions for use by the whole team
- Oversee the work of the Development Officer in applying to small-medium sized trusts.
- Reporting and presenting to the Development Board.
- Tracking and researching prospects.
- Contribute to other Young Vic reports which describe the work of the Young Vic such as the annual review.

Events

- Manage events as required and support the team in the delivery of all development events.
- Support logistical set-up and delivery of all events including bespoke client events and press nights in all spaces.

- Support and work with the Development Board and the Development Team in the creation and management of fundraising galas and any offsite events.

General

- Support the department in specific areas as needed, including evening and weekend events.
- Attend team meetings, company meetings and Development Board meetings as required.
- Identify opportunities for cross-cultivation, particularly with individuals and corporates.
- Ensure Tessitura is kept up to date with all relevant information across the team, including approaches, pledges and donations and that data collection is compliant with GDPR.
- Represent and advocate for the department and organisations internally and externally.
- Be an active and supportive member of the Young Vic staff team.
- Be familiar with and personally responsible for acting within the policies of the theatre.
- Flexibility in undertaking any other duties as may be reasonably required in the above post.

Person Specification

Trusts & Foundations Manager

Essential skills

- Track-record of approaching grant-makers.
- Strong writing skills with meticulous attention to detail.
- Comfortable communicating with individuals at senior management/director level.
- Ability to state a convincing, coherent case for support in person and in writing to high level donors and prospects.
- A collegiate manner and supportive attitude.
- Strong research skills.
- Good administrative and organisational skills.
- Committed, energetic and motivated team player.
- Proficient in all Microsoft office applications.

Desirable skills and attributes

- Knowledge of trust fundraising requirements and practice.
- Experience of using Tessitura databases or other CRM databases.
- Experience managing relationships with statutory funders.
- A history of securing five and six figure gifts from grant-makers.
- Excellent networking skills and the ability to nurture contacts
- Excellent negotiation and persuasion skills.
- A resourceful thinker with initiative and flexibility.
- Interest in all aspects of fundraising including events and donor relations.
- Motivated by the artistic mission of the Young Vic.