

## Job Summary

---

### Trusts and Foundations Manager

<b>Reports to:</b>	Director of Development
<b>Salary:</b>	£30,000 - £33,500
<b>Hours:</b>	Normal office hours are 10am – 6pm Monday to Friday. Regular evening and occasional weekend work required. No overtime or TOIL is offered.
<b>Holiday:</b>	25 days per annum; 1 extra day for every year of employment to a maximum of 30.
<b>Notice Period:</b>	3 months.
<b>Probation Period:</b>	6 months.

The Trusts and Foundations Manager is responsible for keeping up-to-date with best practice in their field including trends in grant-giving, statutory funding and knowledge of GDPR, 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 Assistant (Trusts and Foundations). 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 £1.6 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 our 50th Anniversary celebrations and 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 Assistant 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.
- Represent and advocate for the department and organisations internally and externally.
- To uphold and embody the Young Vic's company policies, including but not limited to our Equality, Diversity and Inclusion policy, Dignity at Work policy and Health and Safety policy.
- To be an active and supportive member of the Young Vic staff team and to provide the highest level of customer, audience and donor care and service at all times whilst being a member of the Young Vic staff team.
- Any other reasonable duties that arise to fulfil the objectives of the role.

## **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 Tessitura database or other CRM database management.
- 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.