



1. Job Title	Philanthropy, Trusts and Foundations Manager	2. Job Description Date	
3. Department/Team	Human Resources	4. Grade of Job	
5. Job Family	TBC [HR to complete] Reporting to the Head of Fundraising	6. Notice Period	
7. Context			
<p>The RHC is a historic institution providing sheltered accommodation (Long Wards) and full nursing care where necessary (the Margaret Thatcher Infirmary) for some 300 retired soldiers, known as In-Pensioners. It ensures Army veterans are provided with the support and comradeship they need in recognition of their service to the Nation and safeguards their historic home for the veterans of tomorrow.</p> <p>All roles within the Royal Hospital Chelsea (RHC) have an integral part to play in contributing to the achievement of the Hospital's Strategy and Vision.</p>			
8. Role Purpose:			
<p>To secure restricted and unrestricted funding from individual philanthropists and Trusts and Foundations, in support of the Royal Hospital Chelsea's long term income growth strategy. To relationship manage existing donors, (including those connected with Trusts and Foundations). In addition, you will assume responsibility for developing and implementing a targeted major gift fundraising strategy, supported by the Head of Fundraising and Director of Public Engagement. You will also be expected to prepare high quality funding bids and executing grant reports, initiate and build relationships with potential funders ensuring a strong pipeline of prospects is maintained.</p>			
9. Principal Accountabilities: 8-10 outcomes			
<ol style="list-style-type: none"> 1. Support the implementation of the Royal Hospital Chelsea's wider strategy to secure long-term income and growth. 2. Support our new Appeal Board and the Appeal Board Manager as required, by preparing bids, attending meetings and providing insights that help secure the boards fundraising targets. 3. Develop and implement discrete Income growth and Account Management strategies for both High Net Worth (HNW) Individuals and Trust and Foundations; assume ownership for this strategy from inception through to delivery. 4. Achieve agreed annual income targets. 5. Through effective cultivation and stewardship manage your account portfolio to deliver sustainable growth 6. To be responsible for researching and securing new donors; cultivate and manage these relationships to secure long term support. 			



7. Develop new and compelling funding propositions that respond to the funders' priorities and contribute to the Royal Hospital Chelsea objectives.
8. Represent the Royal Hospital Chelsea to donors and potential donors, promoting our ethos, values and funding needs.
9. Monitor performance against budgets and take remedial action, if necessary, to ensure the achievement of agreed targets
10. Maintain close working relationships with relevant staff in the Health & Wellbeing and Facilities teams, together with other Royal Hospital departments, to ensure the successful delivery of funding proposals that are in line with organisational needs.
11. Maintain a fit for purpose record of prospects and supporters' records on the in-house CRM system and employ this as an effective planning, monitoring and reporting tool.

The above list of responsibilities is not exhaustive and you may be required to undertake other responsibilities and training as requested by your line manager, as well as work some events out of hours (time off in lieu is offered).

10. Leadership expectations

The role holder is expected to be able to work independently and provide expert advice, direction and support to the Appeal board, Commissioners, Senior Management and colleagues to secure personal introductions and meetings with prospects and to secure major gifts from existing and new supporters.

11. Skills Knowledge and Experience

Essential Skills

- The ability to write in a highly persuasive style capable of attracting high-level and retaining multi-year donations; able to demonstrate strong communication skills, both written and oral, with excellent attention to detail.
- Proven experience in effective financial analysis and reporting.
- A proactive approach to self-management and working with your own initiative.
- Able to demonstrate initiative, commitment, and professional experience in a busy dynamic department.
- Excellent people skills and the ability to forge strong working relationships, including with the charity's beneficiaries (In-Pensioners), staff, and stakeholders.
- Highly organised and able to use own initiative to work effectively on multiple projects.
- Results-focused and can clearly demonstrate an understanding of the major gift stewardship process from initial approach to successful donation.
- Excellent oral and written communication.



Desirable Skills

- Ability to work with a wide range of people.
- Ability to work calmly under pressure.
- Proficient in the use of MS Office suite.
- CRM database experience (thankQ), together with experience of data extraction, interrogation and analysis.

Knowledge and Experience

- Proven experience of raising funds from HNW Individuals, Charitable Trusts and Foundations (in excess of 5 and 6 figures)
- Proven experience of managing high value grant reporting and growing income sources.
- A good understanding of the context, trends and conditions affecting major gift fundraising; experience of effective research in and evaluation of prospective new funding sources.
- Demonstrable experience of managing relationships across teams and departments to achieve set goals.
- Managing and developing different customer retention programmes targeted to audience.
- Carry out presentations and manage meetings.
- Managing relationships with existing and potential funders
- Able to work to strict deadlines.
- Working within a charity or not-for-profit environment, with experience of supporting income generation across a range of disciplines
- Working to income targets in a Sales and/or fundraising environment
- Awareness of current legislation and fundraising standards requirements.

Competences

- Sector awareness – stays up to date with sector trends and what competitors are doing.
- Responsibility – comfortable making day to day decisions and taking ownership of work.
- Relationship Management – managing relationships to secure loyalty and income
- Teamwork – works well in a team and contributes effectively towards common goals.
- Communication – conveys information in a confident, professional way that is easy for others to understand.
- Results orientated – achieve goals and see projects through to completion.
- Problem solving – calm under pressure and able to identify the most relevant solution.
- Both self-motivated and a team player, willing to work out of hours when needed to support the team.
- Able to work independently and as part of a team.

Qualifications:

Educated to Degree level and/or able to demonstrate work experience.



12. Agreement: I have reviewed this Job Description and confirm it accurately reflects the role.	
Line Manager	Date
Employee	Date

Note: All RHC employees are expected to be flexible in undertaking the duties and responsibilities for their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.