

Job Title: **Grants and Trusts Manager**  
 Job Grade: **Manager (circa £32K)**  
 Business Area: **Commercial**  
 Reports To: **Commercial Director**  
 Based In: **Harrogate**



**Overall Job Purpose**

The Grants and Trusts Manager contributes to the development, planning and implementation of the Charity’s fundraising strategy for grants and trusts. They lead on the account management of Trusts and Foundation partnerships and assist the Head of Fundraising with the management of relationships with key influencers.

The Grants and Trusts Manager generates income to directly support Yorkshire Cancer Research’s strategic aim to:

Raise funds to invest in achieving the strategic goal to invest £100m over the next 10 years to tackle the region’s biggest cancer problems.

Charity Values	Behaviours to be Demonstrated
<b>DELIVER IMPACT</b>	<p><b>Drive for results:</b></p> <p>Searches out facts and market intelligence to inform decisions.</p> <p>Proactively evaluates their work to ensure the pipeline is on track to achieve financial goals, taking remedial action where required.</p> <p>Embeds a culture of ‘plan, do, review’ to deliver clear plans with timings and budgets before commencing work/activity that requires a significant investment of financial/human resource.</p>
	<p><b>Efficiency:</b></p> <p>Sets timescales for objectives and pushes to make things happen quickly and efficiently.</p>
<b>HAVE INTEGRITY</b>	<p><b>Honesty and respect:</b></p> <p>Earns the trust and respect of contacts by being reliable and professional at all times.</p> <p>Represents Yorkshire Cancer Research values and behaviours through all contact with potential and existing partners and relationships.</p>
	<p><b>Courage and conviction:</b></p> <p>Is decisive in establishing clear priorities.</p> <p>Prepared to take tough decisions for the benefit of Yorkshire Cancer Research.</p>

	Tough and resilient when dealing with change.
<b>CHAMPION EXPERTISE</b>	<p><b>Continuous improvement and innovation:</b></p> <p>Uses data and facts – rather than anecdotes and limited samples - to influence decision-making.</p> <p>Maintains excellent knowledge of grant giving bodies, the charity sector and trends, identifying and capitalising on opportunities for Yorkshire Cancer Research.</p> <p>Takes the initiative in identifying and embracing opportunities for improvement and puts this firmly on the Yorkshire Cancer Research agenda.</p>
	<p><b>Governance / control:</b></p> <p>Understands the grants and trusts environment, thinking through future impacts and helping the charity meet emerging trends and requirements.</p> <p>Demonstrates excellent record keeping and evidence of Due Diligence at all times.</p>
<b>ONE TEAM</b>	<p><b>Collaborative:</b></p> <p>Collaborates with colleagues to identify projects and initiatives that can be developed into propositions that will appeal to grant-giving bodies and trusts.</p> <p>Assists members of the Relationship Team with corporate funding applications and updates, providing expertise and input.</p> <p>Develops and maintains a network of contacts outside Yorkshire Cancer Research.</p> <p>Actively demonstrates the ‘One Team’ ethos, supporting colleagues with work that is outside direct remit where this agreed by line manager.</p>
	<p><b>Leadership:</b></p> <p>Acts as a role model at all times, demonstrating Yorkshire Cancer Research values.</p>

## Key Responsibilities

### Generate Funds

- Research and identify trust and grant-giving bodies whose aims and objectives are aligned with those of Yorkshire Cancer Research and create a calendar of timely approaches and pipeline of activity.
- Liaise with colleagues to identify potential projects and initiatives for funding and develop compelling propositions and packages that will interest and inspire potential funders.
- Develop first-class applications for trust and grant-giving bodies, securing multi-year funding and one-off gifts.

- Generate £150K in year one, rising to £200k by year four.

### **Relationship Building**

- Engage colleagues across the Charity to understand their work and the value it brings to people of Yorkshire in order to be able to convey this accurately and passionately when making grant and funding applications.
- Develop relationships with trusts and foundations based on mutual respect, providing professional and timely engagement and relevant communication at all times.
- Identify and manage opportunities for trust supporters to experience Yorkshire Cancer Research's work firsthand e.g. through visits to our community health services or laboratory's, ensuring that all relevant safeguarding and risk assessment measures are taken.
- Represents the charity at networking events, engaging existing and potential stakeholders.
- Represents Yorkshire Cancer Research through face-to-face presentations and meetings, sharing achievements and the ongoing need for the Charity's work.

### **Monitoring and Reporting**

- Monitor the Charity's use of all funds secured, highlighting where plans may deviate or under/over spends may occur in order to ensure funds are used as originally intended and agreed.
- Synthesize information from across the charity into reports which accurately demonstrates the impact of funders' support.
- Provide first class account management, ensuring regular updates and requests for information are provided to trusts and grant-givers on time and to a consistently high standard.
- Provide the Commercial Director with a monthly progress report against agreed objectives and targets.
- Prepare accurate progress reports for internal use and provide Board updates.
- Maintain accurate records of activities and contacts on the Charity's database (Raiser's Edge).

## Role Requirements

- Must work within all policies, procedures and budgets.
- Must ensure Health & Safety in the workplace policies and procedures are met at all times.
- Must adhere to the Data Protection Act and not disclose confidential information.
- Must be flexible on working hours, willing to work evenings and weekends when required with line manager's approval and within the time off in lieu policy.

## Personal Specification

- Excellent face-to-face communication and negotiation skills, with experience of dealing with senior business representatives and decision-makers.
- At least three years' experience in a similar role with a track record of generating income via third parties, preferably through grants and trusts.
- Experience of adhering to a regulatory framework, preferably that impacting charities, fundraising and marketing (e.g. data protection).
- Proven track record of meeting challenging income targets.
- Able to build, manage and develop stakeholder relationships and partnerships.
- Experience of contributing to and implementing strategic plans.
- Knowledge of the fundraising environment and a range techniques and disciplines to support cost effective income generation.
- Convincing and persuasive written and oral communication with the ability to present and convey complex ideas and issues clearly and coherently.
- Highly self-motivated and able to work autonomously, take initiative and make decisions.
- Commitment to Yorkshire Cancer Research's core values and strategic direction.

## Qualifications

- Educated to degree level or equivalent
- Evidence of continued professional or personal development relevant to the role.