

## Job Description

<b>Job Title:</b>	Trusts and Foundations Manager (Maternity Cover)
<b>Department:</b>	Development
<b>Reports to:</b>	Director of Development
<b>Reporting Staff:</b>	None

### Main Purpose:

Working closely with the Director of Development, the Trusts and Foundations Manager will manage relationships with the Bletchley Park Trust's wide and varied portfolio of trust and statutory supporters.

The postholder will build strong, long-term relationships with companies and their key internal stakeholders whilst maximising income for the Bletchley Park Trust, assist with the collation of reports and applications, and support the Director of Development with prospect research for programmatic and capital funders.

### Person Specification:

*The position requires the following skills, abilities and personal attributes:*

1. Numerate, with the ability to present budgets and other data appropriately for trusts and statutory funders.
2. Able to think strategically.
3. Excellent inter-personal skills, approachable and a willingness to assist others.
4. Able to remain calm under pressure, prioritise, and work to tight deadlines.
5. Organised and accurate, with a keen attention to detail.
6. A strong team player with and an ability to inspire and encourage others.
7. Diplomatic, with personal integrity, resilience, and an ability to exercise complete discretion.

*The following experience or knowledge is essential:*

1. Demonstrable experience of fundraising from trusts, foundations and statutory funders, ideally in an arts, heritage or education setting
1. Experience of budgeting, raising invoices, and financial management.
2. Strong IT skills with competency in Microsoft Office.

*The following experience or knowledge is desirable:*

1. Experience of working in a cultural organisation and/or visitor attraction.
2. Experience of using Raisers Edge or a similar CRM/database.
3. Knowledge of, and interest in, Bletchley Park.

## **Key Responsibilities:**

### **Prospecting and Relationship Management**

- Be responsible for the stewardship of existing relationships and work with teams across the organisation to fulfil grant monitoring and reporting requirements.
- To utilise relationship management functionality within Raisers Edge to ensure regular, tailored communications to companies within the Trust's network.
- Utilise events, digital engagement and other stewardship methods throughout the year to provide opportunities to thank current trust supporters and engage new prospects.
- Work with the Development Assistant to help coordinate research, identify and maximise the potential of new trust and foundation prospects.

### **Development of opportunities**

- Work with the Director of Development to lead on an effective strategy for charitable trusts and foundations and statutory sources.
- Grow and maximise trust and foundation income in line with the Trust's overall objectives and plans.
- Maintain and develop trust and foundations' rolling pipeline, identifying and cultivating new business opportunities.
- Identify and maximise opportunities for support from lottery and public funds, where/if appropriate.
- Write tailored, high quality and inspirational funding proposals / applications and reports to trusts, foundations and statutory bodies as advised by the Director of Development
- Work with the public engagement and support services teams to fundraise for projects.

### **Administration, Reporting and evaluation**

- To ensure that correspondence, meeting notes, and tasks are recorded on the database (Raisers Edge) and SharePoint as required.
- Work with Database and Membership Manager and Finance Team to ensure accurate financial reporting and reconciliation.
- Maintain grant reporting cycle and contact list.

### **General**

- To support on the delivery of other Development, VIP, and Private events as required.
- To work in accordance with the Fundraising Code of Practice and other relevant legislation, and to maintain high standards of supporter care and confidentiality.
- To adhere to current Health and Safety legislation and best practice in accordance with the Trust's Health and Safety policies.
- Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity.
- To carry out any other reasonable duties and responsibilities as requested by the Director of Development.

# BLETCHLEY PARK

**Conditions:** Based on site at Bletchley Park (MK3 6EB)  
Temporary position for up to 12 months to cover maternity leave  
Full time position, working 37.5 hours per week  
The ability to flex working hours to accommodate some ad hoc evening / weekend working to support is required.

**Benefits:** Salary £38,000 to £40,000 per annum, depending on experience  
Company Pension scheme  
Healthcare cash plan  
Holiday 33 days per annum, including statutory holidays

**Other:** Bletchley Park Trust is committed to, and values the principles of diversity, equality and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We acknowledge and value the benefits of a diverse workforce and welcome applications from people of all backgrounds and are committed to ensuring that our recruitment process is transparent, fair and as inclusive as possible for all applicants.

No smoking is permitted in any offices or buildings.

**Contact Details:** Tracy Brighten  
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***Make a difference, be the best, value each other***