



FUTURE DREAMS

SUPPORT . AWARENESS . RESEARCH

FOR THOSE TOUCHED BY BREAST CANCER

TRUSTS & FOUNDATIONS MANAGER JOB DESCRIPTION

THE ROLE

Part Time. 3 days a week (equivalent of 22.5 hours per week) Monday to Friday.

Location: Future Dreams House, Kings Cross (hybrid, min one day in the office)

Salary: £42,500 per annum (FTE)

Reporting to: Director of Fundraising

Are you an experienced fundraiser with an expertise in trust and foundations? We are seeking an ambitious, positive and creative individual to play a critical role in securing and managing our existing trust and foundation partnerships and to support our ambitious plan for growth. This role involves identifying potential trust and foundation, developing compelling proposals, and nurturing relationships to ensure long-term, mutually beneficial partnerships. You will also be working closely with the Director of Fundraising to shape the Future Dreams Fundraising Strategy, as well as putting in place the tools and processes to help us manage a diverse fundraising portfolio.

Future Dreams is a pioneering breast cancer charity committed to delivering psychological, practical and emotional support to those diagnosed with the disease throughout the UK. We also raise awareness of the importance of early detection and diagnosis through our breast health masterclasses, equipping individuals, institutions and corporates with knowledge of signs and symptoms of breast cancer. Our work also funds groundbreaking research into secondary breast cancer, pushing the boundaries of innovation in breast cancer care and prevention. At the heart of our mission is Future Dreams House in Kings Cross, the UK's only dedicated breast cancer support centre, offering nationwide assistance both in person and online through a comprehensive programme of support services, community meet-ups and 1-2-1 sessions with specialist breast care nurses, counsellors and therapists to further our vision that nobody faces breast cancer alone, or without hope.

THE RESPONSIBILITIES

- Manage a portfolio of Trust and Foundation prospects and donors from £1K - £100k level, to develop and maintain strong and long-standing partnerships.
- Take primary responsibility for conducting and co-ordinating detailed prospect research on Trusts and Foundations that support our areas of work, liaising with operations and wider fundraising teams, and keeping abreast of newly established Trusts and Foundations that are keen to have impact at the heart of their work.
- Manage the cultivation plans for Trusts and Foundations
- Create presentation decks, writing proposals and reports to Trusts and Foundations and support Director of Fundraising with activities for major Trust and Foundation prospects and donors.
- Maintain the pipeline of prospects and report on progress

Future Dreams Breast Cancer Charity
61 Birkenhead Street, London WC1H 8BB

REGISTERED CHARITY NUMBER 1123526



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- Work with the Director of Fundraising to identify new grant funding opportunities and themes for Impetus.
- Deliver on time in line with renewal and reporting schedules and criteria across all Trusts and Foundations, including liaising with internal teams to create report content.
- Develop stewardship plans tailored to the needs of our Trusts and Foundations donors.
- Ensure all communications with external stakeholders are prompt, clear and well written.
- Ensure research, prospect and donor activity and reporting is accurately captured on our CRM system (Donory – training will be given).
- Create and monitor processes and systems to deliver reports to the Senior Management Team.
- Stay abreast of good fundraising practice, ensuring compliance with relevant legislation and guidance.
- Support wider fundraising team with the delivery of our major fundraising and challenge events as well as smaller cultivation and stewardship events, when needed
- Demonstrate professionalism and best practice in all duties, comply with the organisation's policies and procedures and proactively support the wider team to deliver our mission effective.

QUALIFICATIONS AND SKILLS

- Experience of generating income from UK Trusts and Foundations.
- Experience in the grant application and bid-writing process and story telling.
- The ability to work through the fundraising cycle with donors to initiate, renew and grow gifts.
- Experience in developing partnerships.
- Excellent research and prospecting skills.
- An organised, strong project manager with the ability to devise donor engagement plans as well as use and create project/account plans, budgets, and other financial information.
- Excellent written and verbal communication skills. Strong analytical skills and ability to report on partnership performance.
- Passionate about Future Dreams' vision, mission and values.

BENEFITS

- Competitive salary and benefits package, including 25 days holiday, three additional days during over Christmas and New Year and one faith day.
- Annual eye checks for all employees and annual mammograms for all employees over the age of 40
- Flexible working arrangements.
- Supportive and collaborative team environment.
- Professional development opportunities.
- Office lunch and employee wellbeing classes

HOW TO APPLY

Interested candidates should submit a CV and cover letter detailing their experience and suitability for the role to Suzanne Brennan suzanne@futuresdreams.org.uk Deadline: Monday 2 December 2024.

Interviews to be held from 9 December 2024

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