

## **JOB DESCRIPTION**

**Job title:** Development Manager (Trusts and Foundations)

**Responsible to:** Director of Fundraising & Development

**Hours of work:** 35 hours per week

**Holiday entitlement:** 20 days plus Bank Holidays

### **Main Purpose of Post:**

To work across all income streams at Chetham's Hospital, School, Library and Stoller Hall. The Development Manager will work closely with the Director of Development to deliver the overall Chetham's fundraising strategy, predominantly leading on grants from Trusts and Foundations, as well as supporting fundraising efforts and managing relationships with individuals, patrons, and corporates.

### **Specific Responsibilities**

#### **Donor Stewardship:**

- Provide regular stewardship, communications and events for supporters including Trusts, Patrons and Major Donors.
- Lead on all existing relationships with our portfolio of Trusts and Foundations, maintaining an ongoing schedule of applications, renewals, and reports.
- Gather information from internal colleagues for T&F applications and reports.
- Work closely with internal colleagues to ensure grants are delivered on time and in accordance with the conditions of the gift.
- Maintain an active pipeline of prospective T&F funders.
- Arrange regular prospect review meetings with the Development team to identify and research new T&F, including opportunities from statutory sources.
- Support the Director of Development to identify and cultivate supporter prospects at all levels across T&F, Patrons and Major Donors.
- Ensure all supporters are properly acknowledged on Chetham's materials in line with their individual requirements.

#### **Administration and Comms:**

- Working within priority areas defined in the Development strategy, develop, package and present funding opportunities for a range of new and existing supporters.
- Liaise with relevant colleagues on the development of projects and to identify new opportunities for funding.
- Draft communications, proposals, gift agreements and funding reports for supporters including T&F, major donors, and corporates.
- Ensure all gifts are accurately recorded on CRM database (Spektrix) and by liaising with the Finance department.
- Manage the database system, ensuring records are updated on a regular basis.
- Keep up to date on new regulations and policies within fundraising, specifically

- GDPR regulations.
- Develop and monitor income and activity plans for donors and projects.
- Meet agreed financial targets and other KPIs.
- Contribute to annual target and budget setting.

**General Responsibilities:**

1. Maximise fundraising revenue for the organisation
2. Contribute to the development of the overall fundraising strategy
3. Maintain confidentiality of information acquired in the course of undertaking duties.
4. Build strong working relationships with Chetham’s stakeholders and supporters.
5. Represent Chetham’s in a professional and confident manner.
6. Work outside of office hours including occasional weekends and evenings as required

This job description reflects the principal accountabilities of the post and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out after consultation with the post holder.

**CHILD PROTECTION AND SAFEGUARDING CHILDREN**

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham’s Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at [www.chethams.com](http://www.chethams.com)) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham’s, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham’s is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham’s recognises the contribution it can make to protect and support students. I agree that I have read and understood the attached job description.

I agree that I have read and understood the attached job description.

Employee’s name .....

Employee’s signature .....