

## Job Description

### 1. Job Details

|                         |   |                     |  |
|-------------------------|---|---------------------|--|
| <b>Job Title</b>        | Trusts and Foundations Fundraising Manager  | <b>Line Manager</b> | Strategic Lead for Income Generation (Head of Fundraising) |
| <b>Grade &amp; Step</b> | 6.12  | <b>Salary</b>       | £33,486 (additional pay award pending)                     |
| <b>Department</b>       | Development   |                     |  |
| <b>Location</b>         | Hybrid working between home and the Thistle Centre of Wellbeing, 13 Queen's Walk, Edinburgh, EH16 4EA |                     |  |
| <b>Hours</b>            | 39  | <b>FTE</b>          | 1  |

### 2. Job Purpose

Thistle's ambition is for a world of inclusion, free of isolation and loneliness - where a health crisis does not mean a life crisis. Working alongside the Head of Fundraising, the Trusts and Foundations Manager will play a crucial role in making this ambition a reality for people in Scotland living with the devastating diagnosis of a long-term health condition.

The main purpose of the role is to secure transformational income from charitable Grants, Trusts, Foundations and statutory bodies to sustain and grow Thistle's Health and Wellbeing service. You will lead on and develop a funding pipeline, the writing of applications, co-ordinate reporting requirements in addition to liaising with funding partners and other key stakeholders.

### 3. Main Responsibilities

|    | Description  |
|----|--|
| 1  | To grow income by executing Thistle's Trusts and Foundations strategy  |
| 2  | Manage Thistle's funding pipeline by identifying income generation prospects, securing ambitious funding targets and stewarding existing funders |
| 3  | Identifying and researching prospective funders  |
| 4  | Writing high-level and compelling funding applications   |
| 5  | Co-ordinating and delivering report submissions  |
| 6  | Working closely with key stakeholders to deliver successful applications and provide comprehensive reports                                       |
| 7  | To perform an Ambassadorial role and be the primary contact for stakeholders including Thistle staff, funders and partner organisations          |
| 8  | Ongoing analysis of giving trends and the Scottish/British funding landscape   |
| 9  | Working closely with Thistle's Strategic Leaders, Development team and Health and Wellbeing service to identify and determine funding priorities |
| 10 | Maintaining accurate records on Thistle's fundraising database   |
| 11 | Attending networking and sector events to generate new opportunities   |
| 12 | Ensuring industry standards are met e.g. Fundraising Regulator, GDPR, etc.   |
| 13 | Participating in Thistle activities and training sessions/courses as required  |

#### 4. Thistle Approach: competencies to support wellbeing

The post holder is required to work to Thistle’s core competencies in ways which are relevant to their role.

| Competency   | Description  |
|--|--|
| <b>Understanding Self</b>                                  | In order to work well with people, we need to develop a good understanding of ourselves and the impact we have on other people. Being genuine, respectful and listening with empathy to other people’s perspectives lies at the heart of all our interactions. We believe this practice is nurtured by the ability to continually reflect on ourselves and the impact we have on others.   |
| <b>Building person centred relationships</b>               | In order to be genuinely person centred we need to be able to develop supportive, collaborative and enabling relationships. We also believe that people are the experts in their lives, that they are doing their best and that by working alongside people we are more likely to succeed. We reflect on the extent to which we create trust in all our relationships and how well we work within teams.   |
| <b>Making a difference using person centred approaches</b> | We believe that using person centred approaches can be critical to whether people make the changes they want in their lives or not. We do this by focusing on what matters to each person and what they want specifically to achieve including taking life enhancing risks. We always encourage feedback in order to learn and improve on what we do.  |
| <b>Focusing on Strengths, resilience and contribution</b>  | We believe that people have strengths, skills, knowledge, resilience, the ability to contribute to their own, and others’ lives. We need to be flexible and innovative to enable people to share these attributes and make the most of all contributions in order to find creative solutions. We celebrate the success this brings and build our resilience by learning from setbacks.   |
| <b>Promoting wellbeing, citizenship and community</b>      | We believe that everyone is a citizen with rights, responsibilities and a contribution to make to their community. This is only meaningfully possible when you have genuine wellbeing and are fully included in your community. This belief drives the work we do at Thistle so we know we must try to influence the unequal and discriminatory aspects of our society in order to change how things currently are. This requires us to share the ‘Thistle Approach’ more widely and in turn, learn from the world around us. To do this well we must continually reflect on what this means for us as individuals and as an organisation. |

## 5. Key Contacts and Relationships

- Strategic Lead for Income Generation (Head of Fundraising)
- Health and Wellbeing Manager
- Head of Communications
- Supporter Engagement Lead
- Development Data Lead
- Development team
- Health and Wellbeing Service team
- Finance team
- People supported by Thistle and their networks

## 6. Person Specification

| Area  | Essential   | Desirable   |
|---|---|---|
| <b>Education, qualifications and training</b> | <ul style="list-style-type: none"> <li>• Excellent level of literacy and numeracy (Degree level or equivalent experience)</li> </ul>  | <ul style="list-style-type: none"> <li>• Member of the Chartered Institute of Fundraising</li> <li>• Certificate in Fundraising</li> </ul>  |
| <b>Skills and Knowledge</b>                   | <ul style="list-style-type: none"> <li>• Excellent communication skills, with proven ability to write high quality funding applications, budgets and reports</li> <li>• Understanding of the Scottish and British funding landscape and a variety of charitable and statutory funders</li> <li>• Excellent networking skills and the ability to represent the organisation effectively to a wide range of stakeholders</li> <li>• Excellent planning and project management skills, including the ability to work across multiple priorities</li> <li>• Excellent research skills</li> <li>• Good IT skills – competent user of a variety of software packages such as Raisers Edge, ThankQ, Microsoft Word, Excel and Power Point</li> <li>• Ability to set priorities and work under pressure</li> <li>• Ability to analyse, evaluate and utilise complex information</li> <li>• Meticulous: high accuracy with attention to detail</li> <li>• Ability to use own initiative and manage own workload effectively</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of the wider voluntary sector and the needs of supporters/partners</li> <li>• Understanding of issues relating to long-term health conditions</li> </ul> |
| <b>Experience</b>                             | <ul style="list-style-type: none"> <li>• Proven ability to achieve targets and secure funding from a variety of funders</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of having worked in/with/for a charity</li> </ul>   |

| Area                      | Essential   | Desirable |
|---------------------------|---|-----------|
|                           | <ul style="list-style-type: none"> <li>• Ability to develop and maintain relationships with key funders and statutory bodies</li> <li>• Working in a team environment to reach objectives</li> <li>• Preparation, monitoring, reporting on targets</li> </ul> |           |
| <b>Personal Qualities</b> | <ul style="list-style-type: none"> <li>• Passionate about making a difference</li> <li>• Collaborative team player who will get involved in whatever needs to be done to achieve Thistle's goals</li> </ul>   |           |

## 7. Dimensions

- The post holder reports to Thistle's Strategic Lead for Income Generation (Head of Fundraising).
- The Development Team is moving to hybrid working, so we support a mixture of home and office-based working. The role will have a central base of Thistle's Centre of Wellbeing in Edinburgh.
- Hours are full time (39 hours per week) and we encourage flexible working patterns.
- This is a permanent position.
- Travel to meetings and events across Scotland will be required.
- Weekend and out-of-hours work may occasionally be required and where possible arranged in advance.
- This is a permanent position.

## 8. Job context and other related information

- The job holder is expected to commit to continually developing a personal understanding of diversity and inclusion in line with the vision, mission and manifesto and strategic aspirations of the Thistle Foundation.

## 9. Job Description Creation and Revision

|                   |  |
|-------------------|--|
| <b>Created</b>    |  |
| <b>Reviewed</b>   |  |
| <b>For Review</b> |  |