

Job Title: Trusts Manager	Direction from: Head of High Value Relationships Link to: Corporate Partnerships Manager, RD London, CE, Data, Finance, Comms, Regions	Primarily reports to: Head of High Value Relationships Reviewed: January 2026
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Role Summary:

This role is responsible for Trust and Foundations within the High Value Relationships team and will deliver required annual net income targets and the wider objectives of the Trusts programme, through executing excellent donor relationships and prospect development.

The Trusts Manager will manage a portfolio of existing partners, fulfilling their stewardship and reporting obligations, whilst also building and managing a robust pipeline of donors and prospects. The Trusts Manager will develop high quality bespoke funding proposals tailored to each Trust or Foundation.

The Trusts Manager is responsible for the Line Management of the Trusts Executive.

Job Specification:

- In support of the annual Trusts Plan, act as the Charity’s lead subject matter expert on Trusts and Foundations.
- Manage and have oversight of the Trusts programme, meeting financial targets.
- Increase the value and consistency of the Trusts programme through applications to new trusts and by uplifting current trust donors, whilst establishing a more consistent mid-level trust donor base
- Identify and engage relevant prospective supporters within the Trusts programme and manage a pipeline of prospects using Salesforce.
- Craft compelling, tailored proposals, applications, and cases for support to secure major grants.
- Create and implement bespoke stewardship plans for each Trust and Foundation
- Provide exceptional reporting to funders, highlighting the impact of their contributions through updates, case studies, and financial reports.
- Define all small trusts which can be included in a more generic communications plan and ensure the execution of that plan.
- Report monthly on income and applications sent to Head of High Value Relationships (Hd HVR) and AD E&HVR to set a benchmark for measuring success.
- Collaborate with colleagues across other income streams to maximise cross team opportunities and share insights on high value prospects.

- Liaise with the Welfare and Grants team to gain and communicate key information on the charity’s grant programmes to relevant partners.
- Collaborate with the communications team to support the needs of Trusts funders as appropriate.
- Working with the Hd HVR to plan and deliver the most appropriate lists of Trusts attendees for events across the country.
- Line Manage, support, and develop the Trusts Executive.
- Ensure that up to date records on Trusts supporters, including records of key actions, and the prospect pipeline, are tracked on Salesforce.

Person Specification:

- Proven track record of securing large gifts from trusts and foundations, including cold prospects, demonstrating confidence in donor acquisition.
- Skilled in network mapping, prospect research, and business development
- Outstanding written communication skills, with the ability to craft persuasive and tailored funding applications
- Excellent relationship management skills, with the ability to build and sustain long-term partnerships.
- Excellent people skills and the ability to interact and work effectively with Trusts representatives, and across the Charity.
- Computer literate, comfortable with MS Office tools, proficient in CRM systems such as Salesforce for relationship and pipeline management
- Competent in budget management.
- Proactive, collegiate, with drive and commitment.
- Strong empathy with the cause of the Charity and its beneficiaries.

Other

- Attendance at the Charity’s Annual Conference, Charity’s Fundraising Conferences and other specified Charity events and activities.
- Whilst London based, this appointment will involve travel around the UK.
- Must be willing to work outside of core hours and at weekends when necessary (TOIL scheme in place).

Agreed By: Head of High Value Relationships	Signature: <i>Daniel Jones</i>	Date: 11 May 2026
Approved By: Chief Executive	Signature: <i>Tim Hyams</i>	Date: 11 May 2026