

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Department:</b>	Fundraising
<b>Job Title:</b>	Capital Trusts Fundraising Manager
<b>Salary:</b>	£36,000 - £38,000
<b>Hours:</b>	35 hours per week, 5 days per week
<b>Location:</b>	Flexible / hybrid (Head Office in Havant, relocating to Derby in 2026)
<b>Reports to:</b>	Director of Development / Head of Trusts & Statutory Funding
<b>Direct reports:</b>	None

### **Background & Job Description:**

Over The Wall Children's Charity has been providing transformational residential camps for seriously ill children and their families for 25 years, propelling forward the vision of the charity's founder, Hollywood actor Paul Newman. As the charity grows, its current model of operation is no longer sufficient for its needs, and the organisation is now embarking on an exciting and ambitious campaign to redevelop a former boarding school in the Midlands, known as Ockbrook School. The acquisition of Ockbrook will enable the charity to significantly scale up its operation and support 3,000 beneficiaries per year, as well as provide the community with a state-of-the-art facility for wider use.

The Capital Campaign will total between £5-6m in its first two phases, with the initial phase facilitating an opening date in 2026. The Capital Trusts Manager will drive the growth of the capital project alongside the Capital Campaign Lead, the Chief Executive and the Director of Development, in accordance with the Capital Campaign Strategy which was devised by an experienced Capital Consultant in 2023. The role will be responsible for managing a significant portfolio of high value trust funders, also exploring opportunities for 'blended' applications supporting an element of OTW's ongoing projects/ programmes (revenue) alongside capital requests. The role will report to both the Director of Development and the Head of Trusts, to ensure full support across both the Capital and Revenue applications.

### **Main Duties and Responsibilities:**

- Work with the Director of Development and Chief Executive to identify suitable projects within the Capital plan to align with funders' interests and priorities.
- Craft compelling applications for funding, aiming at significant grants (six figures) which encompass an emphasis on the capital build, alongside a request for funding towards our ongoing service provision.
- Work with the Head of Trusts to ensure no cross-applications with existing high-value funders, and to support applications for revenue income.
- Work alongside the Capital Appeal / Philanthropy Lead to identify family trusts with whom an introduction can be made prior to application.
- Develop compelling and accurate requests for multi-year support, where feasible.
- Ensure accurate and timely reporting for all grants, alongside the operations team and Capital Planning / Project Management groups.
- Monitor trust and statutory income against financial targets and other KPIs, providing timely and accurate reports to the Director of Development.
- Ensure all communication with supporters and prospective donors is recorded and logged accurately on Donorfy.

- Ensure all prospective funders /applications are reflected on the Capital Income Forecast for visibility.
- Adhere to the highest standards of fundraising best practice and ensure all activities comply with the relevant data protection and other legislation.

#### Capital Trusts Fundraising Manager: Person Specification E: Essential D: Desirable

<b>Experience</b>	<b>E</b>	<b>D</b>
Demonstrable experience in developing high quality targeted proposals for complex / high value trust funders, specifically for capital appeals	<b>x</b>	
At least five years' experience writing applications for high-value trust funders within the charity sector	<b>x</b>	
Demonstrable experience of successfully researching and developing new relationships with trusts and statutory donors	<b>x</b>	
A proven track record in regularly securing six figure grants and of meeting annual income targets	<b>x</b>	
Demonstrable experience of stewarding and cultivating productive relationships with trusts and statutory donors and of managing / reporting on large and complex grants	<b>x</b>	
Experience of working with senior level contacts both internally and externally and with a diverse range of colleagues	<b>x</b>	
Excellent networking and interpersonal skills with ability to communicate effectively at all levels, and be engaging and persuasive	<b>x</b>	
Excellent written communication skills, particularly in relation to writing clear, tailored, accurate and compelling proposals, applications, reports presentations and materials to appeal to specific audiences	<b>x</b>	

<b>Skills and abilities</b>	<b>E</b>	<b>D</b>
Excellent written communication skills, particularly in relation to writing clear, tailored, accurate and compelling proposals, applications, reports presentations and materials to appeal to specific audiences	<b>x</b>	
Excellent organisation skills with the ability to manage and take responsibility for own workload, to work independently as well as productively as part of a team	<b>x</b>	
Highly numerate with strong budgeting skills and attention to detail	<b>x</b>	
Strong team player with collaborative working style, who enjoys individual and team working	<b>x</b>	
Ability to travel independently to site visits in the Midlands and capable of hosting visits from Trust Funders along with support from the CEO	<b>x</b>	
Excellent attention to detail and methodical approach to tasks	<b>x</b>	
Competent use of MS Outlook, Excel, Word and the Internet. Ability to use Microsoft applications and databases such as Donorfy	<b>x</b>	

<b>Attitude and Personal Qualities</b>	<b>E</b>	<b>D</b>
Motivated, reliable and professional	<b>x</b>	
Flexible and able to respond to changing priorities	<b>x</b>	
Willingness to work occasional evenings and weekends		<b>x</b>
Commitment to GDPR and Fundraising Code of Practice	<b>x</b>	
Commitment to the principles of Equality and Diversity	<b>x</b>	