

Trusts and Foundations Manager Job Description

Job Title: Trusts and Foundations Manager

Department: Income Generation and Partnership Development

Reports to: Director of Income Generation and Partnership Development

Direct reports: One Coordinator

Hours: Full time (part time and flexible arrangements considered)

Salary: £30,588 - £39,327 per annum (pro-rata if part time and dependent on experience)

Contract: Permanent

Location: Hybrid/Oxford office as required

Role purpose:

To play a pivotal role in growing income from trusts, foundations and statutory funders by proactively identifying opportunities, cultivating high-value relationships and developing compelling funding proposals that align with Earthwatch's strategic priorities. This role will focus on raising funds from trusts and foundations, working closely with the Director to meet organisational funding targets.

Key deliverables:

Relationship Development and Management:

- Identify and develop new funding opportunities and build relationships with trust, foundation and statutory funders at a senior level.
- Manage all aspects of the trusts and foundations fundraising cycle, including prospect research, application development, stewardship, retention and long-term funder engagement.
- Cultivate relationships with other charitable organisations to expand Earthwatch's network of partners and collaborate on joint environmental initiatives.
- Maintain excellent stewardship of funders through regular communication, impact reporting and relationship management, supporting long-term engagement and repeat funding.
- Represent Earthwatch at donor and networking events.

Proposal Writing and Grant Applications:

- Lead the preparation of compelling funding proposals, tailored to meet the specific interests and priorities of potential funders.
- Ensure proposals are timely, impactful, and demonstrate clear outcomes.
- Work closely with the Finance team to develop accurate project budgets, ensuring all proposals are cost-effective and financially viable.
- Manage a portfolio of prospects and funding opportunities, contributing to agreed annual income targets.

Monitoring and Reporting

- Oversee the end-to-end grant management process, including timely submission of progress reports and financial narratives to ensure full compliance with donor requirements.

- Maintain a comprehensive reporting process via the CRM, providing accurate income generation updates, dashboards, and pipeline forecasts.

Collaboration and Team Support:

- Work closely with colleagues across the organisation, particularly the Income Generation, Programmes, Communications, and Finance teams, to ensure that funding proposals and reports are aligned with Earthwatch's programs and objectives.

In undertaking these roles, the postholder should also have regard to:

- Acting as an ambassador for the work, vision and values of Earthwatch Europe.
- Ensuring continuous development of skills and knowledge required for the post, undergoing training and performance review as required.
- Working within all the policies and procedures of Earthwatch Europe, ensuring compliance with health & safety policies and all legal and contractual obligations associated with the post.
- Collaborating with other Earthwatch teams to ensure effective delivery of partnership programmes.
- Carrying out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the postholder's line manager.

Person Specification

Essential	Desirable
Knowledge and Experience	
Proven experience of fundraising from trusts and foundations, with a strong understanding of the full grant cycle from research and proposal development to reporting and stewardship.	
Proven experience of securing six-figure grants from trusts, lottery and statutory funds.	
Excellent numeracy skills and proven ability to develop budgets and understand funder finance reports.	
Skills and Aptitude	
Excellent written communication skills, with the ability to write clear, persuasive, and tailored proposals	Experience in major donor fundraising and managing high-value individual relationships.
Ability to analyse complex programmatic information and distil it into compelling donor-facing content.	
Strong relationship-building and stewardship skills, with a track record of managing funder relationships and securing repeat support.	
Experience in managing and meeting deadlines for multiple projects simultaneously.	
Familiarity with key environmental trusts, foundations, and philanthropic networks.	
Experience of using fundraising databases.	
Personal Characteristics	
Demonstrable passion for environmental issues and sustainability, with an understanding of the environmental sector.	Experience of working within an environmental organisation.
Commitment to Earthwatch Europe's mission and values.	
Highly organised, self-motivated, and able to work both independently and as part of a collaborative team.	
Creativity and drive to succeed, willing and able to take on exciting new challenges.	