

Stella Maris

JOB DESCRIPTION

Position:	UK Trusts Manager
Responsible to:	Head of Major Gifts
Hours:	Two days per week
Salary:	c. £35,000 p.a. pro-rata, depending on experience
Location:	Based either in the National Office in London, or remotely.

Stella Maris (formerly known as Apostleship of the Sea) continues to grow and develop its mission in Great Britain, Northern Ireland and the Channel Islands. This new role is a fantastic opportunity to use your skills as a Trusts Fundraiser to help this leading Catholic maritime charity achieve its mission to support more seafarers and fishers in the UK. You will help to expand and drive the charity's regional trusts strategy across the country.

Main purposes of the job:

To manage the relationships with, and secure unrestricted and restricted income from, your own portfolio of trusts, foundations, corporate foundations and other grant-giving organisations to support the activities of the charity in the UK.

Core Responsibilities:

Continually develop the prospect pipeline, researching and identifying new trusts, foundations and other grant-giving prospects (such as Livery Companies) that may fund the charity's current and future work.

Write and submit high quality applications to potential funders within set deadlines.

Manage and co-ordinate the on-going relationships with funders and grant makers for current projects, ensuring that all reporting requirements are met well and on time.

Submit relevant monitoring and evaluation reports required by funders, ensuring high standards are consistently met.

Prepare budgets to support fundraising applications.

Keep track of submitted applications and their outcomes on the team's tracking schedule.

No job profile can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time.

PERSON SPECIFICATION

Personal skill characteristics	Essential (Tick)	Desirable (Tick)
Experience/Knowledge/Qualifications		
Excellent interpersonal skills including the ability to build and maintain strong relationships with external partners (trusts, foundations, livery companies, solicitors, etc).	✓	
Excellent written and verbal communication skills.	✓	
Ability to work flexibly and to use your own initiative to meet the demands of the job.	✓	
Ability to prioritise and manage multiple tasks with clear attention to detail.	✓	
Strong commitment to team working, and an ability to build strong, mutually beneficial relationships with colleagues across the whole organisation.	✓	
At least two years' experience of developing successful trust and grant applications.	✓	
Experience of providing detailed reports for trust funders.	✓	
Experience of developing budgets for trust applications.	✓	
Successful track record of achieving targets and growth in Trust Fundraising.	✓	
Experience of researching Trusts.	✓	
Knowledge of the wider UK charity sector.		✓
Knowledge of the UK Catholic / wider Christian sector.		✓
Knowledge of the wider UK maritime sector.		✓
Strategic Ability / Innovation		

Strong strategic planning, project management and organisational skills.		✓
Experience in translating strategic aims into operational delivery.		✓
Personal Qualities		
A confident and effective decision maker with the ability to work as part of a small fundraising and communications team.	✓	
Resilient and robust with a positive outlook.	✓	
Dynamic and energetic personality with a high degree of personal drive.	✓	
Confident in using IT software such as Microsoft office suite and CRM databases (e.g. RaisersEdge, Salesforce, etc)	✓	
An understanding of the teaching and practice of the Catholic Church.		✓
Commitment to the vision, mission and values of Stella Maris.	✓	
Commitment to high quality service, best practice and best value in all aspects of the charity's operation.	✓	