



Trusts and Foundations Manager

Job Description & Person Specification

BeyondAutism

January 2024

Registered Charity No. 1082599

020 3031 9705

beyondautism.org.uk

 **BeyondAutism**

Table of Contents

About BeyondAutism	3
Our values	3
Job overview	3
What we can offer you	4
About the role	5
What you will bring to the role	5
Job information	6



About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works at the point of crisis to change the national picture and reduce school placement breakdown.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

We are looking for a capable Trusts and Foundations Manager who is a talented and ambitious fundraiser to join our dynamic, small team and have responsibility for developing and managing their own portfolio of Grant Making Trusts, Foundations prospects and donors who support our core work. The Trusts and Foundations Manager will also make a significant contribution to writing proposals and reports for our existing partnerships to ensure we can deliver our mission.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

About the role

Responsibilities

- Manage a portfolio of Trust and Foundation prospects and donors, to develop and maintain strong and long-standing partnerships.
- Take primary responsibility for conducting and co-ordinating detailed prospect research on Trusts and Foundations that support our areas of work, liaising with our services around needs as these change.
- Manage the cultivation plans and process for Trusts and Foundations in your portfolio.
- Responsible for creating proposals and reports to Trusts and Foundations and support the Head of Fundraising with these activities for major Trust and Foundation prospects and donors.
- Build and maintain a pipeline of prospects and report on progress of current prospects through the fundraising cycle.
- Work with the Head of Fundraising to identify new grant funding opportunities and themes.
- Work closely with the Head of Fundraising to ensure the services are delivering on time in line with renewal and reporting schedules and criteria across all Trusts and Foundations, including liaising with our services to create report content.
- Ensure all communications with external stakeholders are prompt, clear and well written.
- Ensure research, prospect and donor activity and reporting is accurately captured on our CRM system.
- Stay abreast of good fundraising practice, ensuring compliance with relevant legislation and guidance.
- Demonstrate professionalism and best practice in all duties, comply with the organisation's policies and procedures and proactively support the wider team to deliver our mission effectively.

What you will bring to the role

Essential

- Significant and demonstrable experience of generating income from UK Trusts and Foundations.
- Experience in the grant application and bid-writing process.
- The ability to work through the fundraising cycle with donors to initiate, renew and grow gifts.
- Experience in developing partnerships.
- Excellent research and prospecting skills.
- Strong experience and knowledge of Microsoft Office Suite Technology especially PowerPoint and, substantive experience in using a CRM system.
- An organised, strong project manager with the ability to devise donor engagement plans as well as use and create project/account plans, budgets, and other financial information.
- Excellent written and verbal communication skills with strong bid-writing and story-telling skills in particular.
- The ability to work well under pressure and meet tight deadlines in a fast-paced environment while managing multiple projects and maintaining excellent attention to detail.
- Digital fundraising skills and the ability to think innovatively.

SALARY SCALE:	£40,000
HOURS:	37.5 hours per week
REPORTS TO:	Head of Fundraising
LOCATION(S):	Remote with travel in London
PROBATIONARY PERIOD:	Six months
HOLIDAY:	25 days plus bank holidays (rising a day with each year of service after 2 years to a cap of 28 days). Additionally there is a discretionary office closure between Christmas and New Year.
HOW TO APPLY:	<p>If you're interested in applying for the role, please send your CV and covering letter to recruitment@beyondautism.org.uk.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none">• Why you are interested in applying for this role• How your skills/experience meet the requirements of the person specification <p>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</p>

If you would like to know more or ask a question please email recruitment@beyondautism.org.uk.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

