

|  |  |
| --- | --- |
| Job title: | **Trust and Grants Manager**  |
| Reporting to: | Head of Fundraising |
| Contract: | Permanent |
| Hours: | Part-Time, 14 hours per week. |
| Salary: | Up to £43,000 pro-rata to 2 days per week (14 hours) (dependent on experience) |
| Place of work: | This is a remote working role with a requirement to attend overnight connection days in the London office 3-4 times a year. The charity is very happy to have a conversation around the flexible needs of candidates. |
| Job purpose: | * To lead The Migraine Trust’s trusts and grants fundraising activity, securing income to support the charity’s ambitious strategic goals.
* The role involves building and maintaining relationships with trusts, foundations, and grant-making bodies to maximise funding opportunities, writing compelling funding applications, and ensuring timely reporting to funders.
* You will play a pivotal role in ensuring the growth of our income and long-term sustainability.
 |

**About The Migraine Trust:**

The Migraine Trust is the UK’s lead migraine charity. With 10 million people in the UK living with migraine, equivalent to the number of people living with diabetes, asthma, and epilepsy combined, our mission is to reduce inequity surrounding migraine by providing information, support, and campaigning for change.

We have been at the forefront of the migraine community since 1965, funding over 140 research projects and hosting international symposia to drive innovation and awareness. Each year, nearly 1.2 million people visit our website for information, and demand for our support services is growing rapidly.

We are a small but ambitious team, committed to improving the lives of those affected by migraine. This is a fantastic time to join us, as we expand our capacity to deliver greater impact.

**About the role:**

The Trusts and Grants Manager will develop and implement a strategy to grow income from trusts, foundations, and institutional funders. This role requires a highly organised, results-driven individual with excellent written communication skills and the ability to build strong relationships with funders.

The ideal candidate will have a proven track record of securing five- and six-figure grants, be confident in designing persuasive proposals, and can analyse financial and project data to ensure accurate reporting.

This is an exciting opportunity for someone who is passionate about making a tangible difference to the lives of people living with migraine.

**Key responsibilities:**

**Trusts and Grants Income Generation**

* Develop and deliver a fundraising strategy to grow income from trusts, foundations, and institutional funders.
* Research and identify funding opportunities aligned with The Migraine Trust’s mission and objectives.
* Write high-quality, tailored funding applications to secure grants, including five- and six-figure gifts.
* Maintain and manage a pipeline of funders, ensuring a steady flow of funding opportunities.
* Build and nurture relationships with current and potential funders through regular updates, meetings, and events.

**Funder Reporting and Stewardship**

* Ensure timely and accurate reporting to funders, showcasing the impact of their support.
* Work closely with internal teams to gather data, case studies, and testimonials to evidence project outcomes.
* Create tailored stewardship plans to retain and grow long-term funding relationships.

**Collaboration and Organisational Support**

* Work with the Head of Fundraising to ensure trust and grants income is aligned with organisational budgets and targets.
* Collaborate with colleagues across the charity to understand funding needs, identify fundable projects, and develop compelling cases for support.
* Support the wider Fundraising team with funding opportunities, including corporate and individual giving where appropriate.

**Monitoring and Reporting**

* Maintain accurate records of all trust and grant applications, using The Migraine Trust’s CRM system.
* Analyse fundraising performance and provide regular reports to the Head of Fundraising and senior leadership team.

**General responsibilities:**

* Stay up to date with developments and trends in trust and grant fundraising, particularly in the charity sector.
* Represent The Migraine Trust at external events and networking opportunities.
* Support the development of organisational strategy and budgets.
* Abide by the charity’s policies, practices, and values.

**Person specification:**

|  |  |
| --- | --- |
| **Experience and knowledge** |  |
| Proven track record of securing income from trusts, foundations, and institutional funders. | E |
| Experience in writing compelling and successful funding applications. | E |
| Strong knowledge of the UK charitable sector and funding landscape. | E |
| Experience of analysing budgets and financial data to support funding proposals. | E |
| Experience of working with a CRM database. | E |
| Ability to work remotely and also build strong relationships  | E |
| Ability to multitask | E |
| Experience of building and developing relationships with a range of stakeholders | D |
|  |  |
| **Personal attributes and skills** |  |
| A proactive, collaborative mindset and demonstrated capacity to work independently and within a team environment. | E |
| Exceptional written and verbal communication skills. | E |
| Strong relationship management skills, with the ability to engage funders effectively. | E |
| Excellent IT skills including MS Office, internet and databases | E |
| Proactive and self-motivated, with the ability to work independently. | E |
| Feel at ease communicating with a wide range of people, confidently building and maintaining relationships  | E |
| Excellent attention to detail and organisational skills | E |
| Able to attend The Migraine Trust office in London, as needed | E |

**E = essential**

**D = desirable**

**Benefits**

Holiday

We offer 25 days holiday a year, which increases for each year of service up to a maximum of 30 days. Plus bank holidays and an extra day off on your birthday.

Pensions and other benefits

During each year of your employment, we will contribute 8% of your salary subject to you contributing an amount equal to at least 4% (including tax relief).

Hospital Saturday Fund

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
|

|  |
| --- |
| As a member of the team, you will be enrolled onto a HSF health plan, where you will receive a variety of benefits. |

 |

 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
|

|  |
| --- |
| HSF health plan includes over 30 benefits: cashback for dental and optical bills, hospital stays, vaccinations, a 24/7 GP advice line and HSF Perkbox, a discounts service.  |

 |
|

|  |
| --- |
|  |

 |

 |

Training and development

Our people are our best asset. We want you to thrive and reach your full potential, both professionally and personally. We have a generous training budget, and you will be given time to make use of it.

As a small organisation, we can give you opportunities to quickly grow in your role, to gain new experiences and develop new skills. We hope you use this to help drive The Migraine Trust forward, but also to have developed new skills and experience that you can use throughout your career.

The Migraine Trust is an equal opportunities employer, and we welcome applications from all suitably experienced persons regardless of their race, socio-economic backgrounds, gender, disability status, ethnicity, religion/faith, sexual orientation, or age.

**To apply**

Please send your CV and a covering letter (no more than two sides of A4) to Channon Barlow, at recruitment@migrainetrust.org stating this role title.

When writing your cover letter, please ensure that you provide specific examples to demonstrate your competencies, achievements and skills addressing the specific criteria set out. Applications without a covering letter will not be considered. Please note that if you have not heard from us within two weeks of the closing date unfortunately on this occasion you have been unsuccessful.

If you have any questions about the role or if you would need any adjustments making for the interview process, please contact Channon Barlow on the email address above.

Closing date for application: **5pm 17th February 2025**

Interview date: **5th March 2025 (via Teams)**