

Job Description

Job Title	Grade/Salary
Trusts & Grants Fundraising Manager	£36,000-£40,000
Accountable to	Responsible for
Director of Fundraising & Communications	Volunteers

Job Purpose and Role

The Trusts and Grants Fundraising Manager plays a key role in driving income growth by securing funding from charitable trusts, foundations and grant-making bodies. This role requires initiative, creativity and strong organisational skills, alongside the ability to craft persuasive, tailored proposals that reflect the needs and priorities of Teesside Hospice.

The Trusts and Grants Fundraising Manager will develop and manage a healthy pipeline of prospects, nurture meaningful relationships with new and existing funders, and ensure all reporting commitments are met to the highest standard. They will work collaboratively across the organisation to gather insights, evidence impact and align funding opportunities with strategic goals. Through excellent stewardship, clear communication and a proactive approach, the Trusts and Grants Fundraising Manager will maximise income and contribute to the sustainability and growth of Teesside Hospice's services.

Main Duties and key result areas

General duties	<ul style="list-style-type: none"> Develop, draft and submit compelling and bespoke funding applications in line with the Fundraising Strategy and organisational goals. Maximise income from trusts, grants and foundations by managing a balanced portfolio of both restricted and unrestricted funding. Research prospects to identify and prioritise new funding opportunities, building and maintaining a proactive pipeline. Monitor and review trust and grant income, analysing performance and implementing action plans where needed. Manage and Develop relationships with existing supporters through effective stewardship, including timely reporting and monitoring, tailored updates and engagement. Create and deliver stewardship activities such as tours, networking events and personalised communications or meetings.
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- Build strong internal and external relationships to support income growth and long-term engagement.
- Ensure all funded projects comply with grant conditions, and that restricted income is correctly identified, processed and controlled.
- Prepare accurate progress and financial reports for funders in line with their requirements.
- Maintain up-to-date knowledge of GDPR, charity regulation and any legislative changes affecting trust fundraising.
- Work closely with care teams and subject experts to gather information for applications and impact reporting.
- Share relevant opportunities with other teams and contribute to cross-departmental proposals where required.
- Support other fundraising functions when needed and act as an ambassador for Teesside Hospice at external events.
- Record all fundraising activity, relationships and communications accurately in the CRM system.
- Contribute to KPI monitoring, budget forecasting, and the achievement of individual and team targets.
- Provide regular verbal and written updates on trends, forecasts, risks and opportunities within the trusts and grants portfolio.
- Contribute to the development and enhancement of the Trusts & Grants Programme, working with other departments and line manager to strengthen internal processes.
- Stay informed about Teesside Hospice's services, priorities and future plans to align funding opportunities effectively.
- Embed organisational values in all work.
- Undertake any additional duties reasonably required by the Director of Fundraising and Communications.

Delivering to our Values

Accountable

- Able to justify actions or decisions
- Takes personal responsibility for their actions
- Able to describe the impact of their work in a way others understand
- Welcomes feedback as an opportunity to grow and develop

Trustworthy

- Working collaboratively with beneficiaries, colleagues, partners and supporters
- Being authentic and transparent
- Trusted to respond to needs and deliver what is expected of us
- Projecting a professional image that engenders trust

Principled

- To adhere to professional and clinical standards
- Maintain appropriate boundaries and relationships which are built on trust and honesty
- Avoid and speak out against any actions, or behaviours, that conflict with our values or could cause harm to any stakeholders
- Demonstrate strong moral principles which embody Teesside Hospice's vision and bring our values to life
- Do the right thing even in difficult situations, and always endeavour to work effectively and efficiently to maximise results and service

Skilled

- Having and showing the knowledge, ability or training to work well
- Seeking opportunities to learn from a wide range of sources
- Contributing to the provision of excellent, safe and effective care no matter what your role is in the organisation

Ensuring that the treatment, support and services we offer are effective

Compassionate

- Feeling or showing kindness and concern for others
- Able to empathise with people who dealing with a terminal illness
- Being kind in use of language and behaviour
- Caring for others who need our support and help



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All employees are expected to:

- Live the Hospice's values so that the highest standards of patient and customer care can be achieved.
- Be committed to diversity and inclusion of all, promote and improve service standards, so that excellence in all that we do is pursued through continuous improvement.
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.
- Embrace digital ways of working to help improve efficiency and save costs to the Charity.
- Respect privacy and dignity at all times.

The duties outlined in within this document are not exhaustive and other duties may be expected in line with the level of the role at the discretion of the Head of Service. Teesside Hospice reserves the right to amend the job description at any time.

I have read and understand the duties required for the role.

Signed

Date

Print name



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Person Specification

Attribute	Detail	Essential or Desirable
Skills & Abilities	Excellent written communication skills, with the ability to produce compelling, accurate and persuasive funding applications	E
	Strong relationship-building and stewardship skills, with the ability to communicate confidently and professionally with a wide range of stakeholders.	E
	Ability to analyse and interpret financial information to support funding bids and reporting.	E
	High level of organisation, with the ability to manage multiple deadlines, prioritise workload effectively and maintain attention to detail.	E
	Strong research skills, including the ability to identify, evaluate and qualify new funding opportunities.	E
	Ability to work collaboratively across teams, contributing to shared goals while independently managing own portfolio.	E
	Confident use of CRM systems and digital tools to record activity, monitor performance and manage donor pipelines.	E
	Problem-solving skills, including the ability to work with wider team to develop action plans if fundraising activity is under target.	E
	Ability to produce clear verbal and written reports on activity, trends, risks and opportunities.	E
	Proven experience of securing income from trusts, grants or similar funding streams	E
Knowledge & Experience	Experience of managing a portfolio of funders, including stewardship, compliance and long-term relationship development.	E
	Understanding of fundraising principles, restricted vs. unrestricted funding, and grant-management processes.	E
	Experience of writing funding applications and impact reports tailored to specific funder interests.	E
	Knowledge of GDPR and charity regulation relevant to fundraising activity.	E
	Experience collaborating with operational or service-delivery teams to gather information for proposals and reports.	E
	Experience of working towards financial targets, KPIs and deadlines.	E
	Understanding of monitoring, evaluation and impact measurement within charity project	D
	Strong numeracy & literacy skills	E



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Education & Qualifications	Educated to degree level or equivalent experience in fundraising, charity management, communications, business or related field	D
	Evidence of continuous professional development, such as fundraising or charity training	D
Personal Attributes/ Key skills	Passionate about the mission and values of Teesside Hospice.	E
	Proactive, self-motivated and driven to achieve income targets.	E
	Collaborative and approachable, with a positive and supportive team ethic.	E
	Integrity, professionalism and the ability to act as an ambassador for the organisation.	E
	Creative thinker with an eye for opportunities and new approaches.	E
	Empathy and sensitivity when working with clinical teams and service-related information.	E
	Commitment to equality, diversity and inclusion in all interactions.	E
Other	Ability to travel independently across areas covered	E



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