The Forward Trust Job Description

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| **Position Title** | **Partnerships Manager** | **Reports to** | **Head of Fundraising** |
| **Location: Head Office, London** |
| **Introducing Forward Trust** |  |

The Forward Trust is a social justice charity that empowers people to recover from addiction and leave behind crime, helping them move on in life with family, friends, jobs, homes and a sense of belonging.

We’ve come a long way since 1991, when we started an addiction recovery programme in a Portakabin at HMP Downview. We now have over 80 projects in prisons, in community hubs, at two residential rehabs, and online, supporting 31,000 marginalised and disadvantaged people. We deliver a range of frontline services offering substance misuse, mental health, offender rehabilitation, and employment support programmes. Uniquely to Forward Trust, we also have ‘Recovering and Belonging’ services which help our graduates sustain their long term recovery through access to a vast peer network, help to reconnect with family and friends, access to stable housing, and support to gain meaningful employment.

#  Role/Team Overview

An exciting opportunity has arisen within our Fundraising Team to grow and maximise income from high net worth individuals and corporates. You’ll be responsible for identifying, engaging and approaching prospects to secure funding, as well as developing and implementing stewardship plans.

The Forward Trust is predominantly funded through Government contracts, but the fundraising team is responsible for generating around £2 million per year. This primarily (but not exclusively) supports the ‘Recovery and Belonging’ services and is a vital part of our clients journey.

Over the past two years, we’ve worked hard to lay the foundations to engage and secure more supporters and we are excited to see what you can do from this base. You’ll be joining a passionate, fun and target driven team working across the fundraising portfolio in a motivating and inspirational environment. With around a third of our workforce in active recovery and/or having had experience of the criminal justice system, as well as access to our community of individuals who have benefitted from our support, we are living proof of the long-lasting impact of our work.

**Accountabilities**

* Research and identify potential major donors and determine, along with the Head of Fundraising, appropriate stewardship pathways, bringing in other members of staff and Trustees as appropriate.
* Implement stewardship plans for potential and current major donors to develop relationships and secure major donations (five figure gifts +).
* With the Head of Fundraising, develop and support external fundraising committees to raise funds for local Forward Trust services.
* Research and identify potential corporate supporters, approaching and stewarding appropriately to develop relationships and secure funds.
* Work cross-organisationally to develop innovative engagement packages, partnership proposals and progress reports.
* Manage our Fundraising Officer, providing clear support and motivation.
* Regularly attend meetings, networking, and conferences, effectively representing the organisation.
* Support the Head of Fundraising to develop clear strategies to maximise income from high net worth individuals and corporates.
* Ensure data held on our CRM is up to date, in accordance with regulations, and can be used for a clear data driven approach to our work.
* Manage and report on income and expenditure budgets related to major doners and corporates. Liaise with the Finance Team to reconcile income and contribute information as necessary to reports for Senior Management and Trustee meetings.
* Work collaboratively with other fundraising team members, supporting them as necessary.
* Attend team meetings, supervision, and training, striving for continuous professional development.

 **Role Criteria**

**Below is a list of the criteria required to apply for this role; please address each of these points in your application.**

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| **Criteria Requirement** |  |
| **E** | **Essential Criteria** |
| **D** | **Desirable Criteria** |
| **Criteria Measure** |
| **A** | **Application** |
| **I** | **Interview** |
| **T** | **Test** |
| **Knowledge, Skills and Experience** |
| Proven track record of identifying, account managing and growing corporate supporter accounts of at least five figures.  | E | AI |
| Proven track record of major donor fundraising, securing at least five figure sums and managing effective stewardship pathways.  | E | AI |
| Experience of managing at least one member of staff.  | E | AI |
| Experience of managing high level relationships both internal (e.g. Trustees) and external (e.g. high net worth individuals).  | E | AI |
| Experience of managing budgets related to your area of work.  | E | AI |
| Experience of using a CRM or other database to manage contacts. | E | A |
| Understanding of the key principles of the General Data Protection Regulations (GDPR) and how these impact fundraising.  | E | A |
| Excellent communication skills (verbal and written) and the ability to explain and summarise complex issues in an understandable, compelling and approachable manner.  | E | AT |
| Ability to understand and contribute to departmental income and expenditure budgets and projections.  | E | AI |
| Excellent attention to detail. | E | A |
| Willingness to attend fundraising and other events (away from home and out of hours) if needed.  | E | AI |
| Experience of managing external fundraising committees. | D | AI |
| **Personal Attributes** |  |  |
| **Proactivity** – Quick thinking with a high-level use of initiative. | E | I |
| **Resilience** – Solves problems, takes learning on board to aid professional growth. | E | I |
| **Adaptability** – Can work in fast-paced changing environments. | E | I |
| **Teamwork** – Works in harmony with colleagues to deliver results. | E | I |
| **Innovative** – Continually searching for better ways of working. | E | I |