Job Description

POST:	Trust & Foundation Manager
REPORTS TO:	CEO / Head of Income Generation
Level: Manager (individual contributor)	
Purpose of role: • The Trusts & Foundations Manager will lead on the development and delivery of a robust trust and foundation fundraising strategy, identifying, researching and writing compelling applications to meet and exceed income targets. • Oversight and management of relationships with existing and new trusts and foundations, and delivering funding reports to a high and consistent standard.	
KEY RESULT AREAS	MEASURES OF SUCCESS
1. Income generation and opportunity pipeline development • Develop and implement a plan to grow trusts and foundation income to meet the organisation's growth targets in the short and long term. Contribute to the overall fundraising strategy. • Identify and research a diverse range of high-value prospects to build a robust pipeline of sustainable trusts and foundations, with an emphasis on five- and six-figure grants and multi-year funding with a national scope. • Craft high-quality, targeted and compelling proposals tailored to specific trusts, foundations and other grant-making bodies. • Cultivate and manage relationships with key decision-makers within identified trusts, including the day-to-day management of both new and existing funders, ensuring accurate records of restricted grants and application of funds. • Develop and execute a detailed trust fundraising plan and pipeline, evaluating the likelihood of success for each prospect and implementing engagement strategies at each stage to optimise outcomes. • Lead the development of new trust and foundation proposals for grants and services, including potential research partnership opportunities. • Achieve and/or exceed the annual target for trusts and foundations.	• Agreed objectives set out in the development plans are achieved. • Growing network of prospects. • Deepening of relationships with prospects and partners.

2. Operational planning and reporting • Develop (alongside the Head of Income Generation) and implement a plan for targeting and nurturing partnerships in line with the income generation strategy. • Gather market intelligence that will enable us to reflect, review and redevelop the plan as required. • Contribute to the maintenance and ongoing development of the team's processes and procedures. • Develop and implement comprehensive annual operational plans for trusts and foundations fundraising, including monitoring and adjusting strategies as needed to achieve financial targets. • Ensure all grant expenditure and reporting adhere to the requirements of each trust or foundation, working closely with the finance team to maintain accuracy. • Provide regular management reports on financial progress, including updates on the pipeline, prospecting, activation and grants received. Suggest contingency actions to address potential income shortfalls. • Working with the MEL team, ensure that all reporting requirements are met on time. • Working with the MEL team, understand where there are concerns with regard to restricted contract delivery and ensure that this is communicated and adjusted with the funder.	• The strategy is implemented, and its financial targets are successfully delivered. • Planning decisions are based on sound evidence. • There is a clear understanding of reporting requirements and contractual obligations as a result of synergy between Fundraising and the MEL team.
3. Events • Coordinate visits by prospects and partners to the Academy, ensuring they have a positive experience and colleagues within the Academy are appropriately briefed and supported. • Organise off-site visits to partners alongside relevant staff members. • Represent and promote Fight for Peace at fundraising and other internal and external events.	• Effective implementation of the team's events and communications plans, to time and to budget. • Partners and prospects attend our events, and say events are effective and enjoyable. • Achievement of agreed KPIs.
4. Support activities • Maintain CRM records in a clear and timely manner. • Liaise with internal teams to ensure they are informed of any requirements and restrictions related to grants and partnerships. • Ensure that all fundraising activities meet the requirements of the Charity Commission and all relevant legislation, including but not limited to GDPR compliance and safeguarding policies.	• CRM records are effectively updated. • Proposals contain up-to-date information. • Regular and effective communications with other teams across the organisation.

	• No complaints or breaches of legislation.
5. Personal development • Attend regular meetings with the CEO / Head of Income Generation to identify areas of growth and development. • Work with the Head of Income Generation / CEO to identify development needs and maximise the use of the skills development budget. • Contribute to 360-degree feedback gathering of other staff members.	• Attendance is regular and contribution is good. • Seeks feedback, attends training and development, and is proactive in self-development. • Completion of 360 to time when requested.
6. Management of self • Maintenance of industry and professional knowledge, personal skills development and time management. • Being a strong advocate and representative of the organisation. • Develop a working understanding of safeguarding children and young people and how to maintain appropriate professional boundaries. • A commitment to and a working understanding of equality and diversity, with the motivation and ability to challenge non-inclusive and discriminatory behaviour.	• Being effective within the role, keeping up to date, committed to learning, well organised, with excellent communication through all media, and being a role model. • Keeps up to date with safeguarding knowledge and seeks advice when needed. • Keeps up to date with equality and diversity knowledge and seeks advice when needed.

Person Specification
KNOWLEDGE, SKILLS & EXPERIENCE:

Skills and experience

Essential:

- Demonstrable experience in a fundraising, sales or marketing role.
- Proven track record of securing five- and six-figure grants from trusts and foundations.
- Experience of proposal or bid writing.
- Experience of using a CRM.
- Excellent verbal and written communication skills, with the ability to write clearly and creatively, and to adapt style to suit the audience and situation.
- Experience managing and growing a portfolio of high-value donor relationships.

Desirable:

- Experience of living or working with the issues and challenges Fight for Peace is working to address would be an advantage.
- Experience in writing detailed, successful funding proposals for youth development, social justice or violence prevention.

Attributes

- Passion for Fight for Peace's mission is essential.
- Commercially minded: able to understand what drives the business world and fundraising in the charity sector.
- Tenacious self-starter: someone who can spot a good opportunity and chase it until it comes to fruition.
- A real relationship builder, able to quickly build rapport and identify win-win solutions.
- Ability to translate technical programme data into emotive, persuasive storytelling.
- Capable of interpreting complex financial information and project budgets.
- Strong interpersonal skills to engage with senior foundation trustees and internal stakeholders.
- A deep commitment to Fight for Peace's values: Embracing, Solidarity, Champion, Inspiring and Courage.

Other attributes:

- Flexibility, responsibility and professionalism are key.
- Ability to use own initiative and work with others to achieve targets.
- Comfortable in a dynamic, ever-changing working environment.
- Ability to work independently, cooperatively and as an effective team member.
- Excellent organisational and administrative skills, with close attention to detail.
- A commitment to professional development and a strong interest in developing a career in fundraising / relationship management.
- A willingness to try new things and support the development of others.

Charity Job Advert

Trusts and Foundations Manager
Fight for Peace
Newham, Greater London (Hybrid)
£37,080 - £40,578 per year, depending on skills and experience
Full-time
Permanent

Job description

Fight for Peace uses boxing and martial arts, combined with education and personal development, to realise the potential of young people in communities affected by crime and violence.

It began in 2000 in Rio de Janeiro's Maré favela, where a small gym offered young people a safe, inspiring space to build discipline, resilience and ambition. In 2007 that vision came to London, with our Academy opening in Newham. As an official Sport England System Partner, we have since championed over 20,000 young people. To keep this work thriving, we are looking for someone to build the partnerships that sustain it.

Behind every young champion is a team. Join ours.

The Main Event: Your Role

As **Trust and Foundation Manager**, you'll be a core member of our Income Generation team, securing funding for our priority activities and building the strong partner relationships that make our work possible. You'll report to the Head of Income Generation and work closely with colleagues across the organisation, including our delivery and communications teams.

You will:

- Develop a strategy to grow trust and foundations income, with an emphasis on five and six-figure grants, and meet the organisation's income targets in the short and long-term.
- Steward and cultivate exceptional relationships with existing and targeted trusts and foundations, including organising visits and bespoke events.
- Find and attend the right networking events to widen Fight for Peace's prospect and donor audience
- Lead on creating, updating and delivering our strategy for corporate partnerships
- Lead engagement and stewardship for corporates and other partners, organising visits to the Academy and coordinating regular updates with our communications team
- Work with internal teams to make sure every proposed activity and commitment is appropriate and deliverable
- Achieve your personal income targets and contribute to team targets and KPIs, as agreed with the Head of Income Generation
- Support the Head of Income Generation to revise and implement the wider fundraising strategy, processes and procedures
- Keep up to date with sector trends and share what you learn

- Make sure all activity complies with Charity Commission and Fundraising Regulator requirements, GDPR and safeguarding, and is recorded accurately on our systems
- Support the wider team with other fundraising as needed

We work hybrid, with an expectation that you'll be at the Academy and/or at prospect meetings at least twice a week. There is no better way to represent our work than seeing it first-hand.

No Gloves Required - but here's what you'll need for the fight:

- Excellent verbal and written communication skills, with the ability to communicate clearly and creatively and adapt to suit the audience and situation
- Experience of identifying, initiating and managing partnerships, ideally for charitable funding
- A proactive self-starter who uses their own initiative to drive work forward
- A collaborative team player
- Excellent organisational and administrative skills, with close attention to detail
- The ability to build and maintain strong, mutually beneficial relationships with a range of internal and external stakeholders
- A commitment to professional development and a strong interest in developing a career in fundraising and relationship management
- A willingness to try new things and to support the development of others and the wider organisation
- An ethical, values-led approach, with a commitment to equality and diversity and the motivation to challenge non-inclusive behaviour
- A commitment to safeguarding and to maintaining professional boundaries

Extra Points on the Scorecard:

- Experience of securing funding for a charity
- Experience of the youth or sports sectors

The Fight for Peace Approach:

Every young person who walks through our doors benefits from our Five Pillar methodology:

- Boxing and martial arts
- Education through accredited sports qualifications
- Employability support
- Youth leadership opportunities
- Mentoring and mental health support services

Our Impact:

At our Academy in Newham:

- 1,500+ young members access the Academy every year
- 20,600+ attendances at the Academy in a year
- 228+ young people supported into employment and education

Beyond the Academy:

- 10,350 young people reached nationwide since 2025, by strengthening youth practitioners through our Life Champions course

- 60+ grassroots and national partners united through our Newham Youth Partnership
- 225+ organisations trained internationally in our methodology

Newham is London's most youthful borough, and also one of its most unequal. Young people need Fight for Peace now more than ever. Your work will help make sure they get it.

Our Five Values, and what they mean for you:

01 Embracing. We believe in a society without exclusion. Everybody is welcome at Fight for Peace. You'll be part of a team that values different backgrounds and experiences, and you'll help us bring in partners who share that belief.

02 Solidarity. We work together in unity across our staff, young people and community. As part of the Income Generation team, you'll work hand in hand with colleagues in delivery, communications and beyond, so that every partnership is built on what we can truly deliver.

03 Champion. We dedicate ourselves to being the best we can be in everything we do. We'll support your professional development, and we expect you to bring ambition to your work and a drive to keep learning.

04 Inspiring. We aim to inspire those around us and be inspired by them. You'll spend time at the Academy, and you'll see why partners fall in love with this work. Your job is to bring them into it.

05 Courage. We work where there is need, and we are proud to stand up for peace. Whether you're approaching a new prospect or trying a new way of working, we want you to be bold.

What we offer:

- 30 days' annual leave, plus UK bank holidays
- Pension, with employer contributions of 3%
- Free use of our well-equipped gym
- Employee Assistance Programme, with confidential, comprehensive support for your wellbeing

Our Commitment to Safeguarding, Equality and Inclusion:

Fight for Peace is committed to safeguarding the welfare of the children, young people and adults at risk that the organisation works with. We are committed to equality and inclusive practice. Fight for Peace actively promotes equality of opportunity for all and welcomes applications from a wide range of prospective employees and participants, including those with relevant lived experience, a history of offending or with criminal records.

Fight for Peace will only ask an individual to provide details of sensitive information, including convictions and cautions, that it is legally entitled to know about. Most of our staff and volunteers will be in Positions of Trust and a Disclosure and Barring Service (DBS) check must be completed by anyone who meets the government's definition of 'Regulated Activity' or 'Regular Activity' within our activities and services. We do not want this to be a barrier to those who have the potential to add great value to the work we do.

All information disclosed for the purposes of employment will be used for the sole purpose of assessing whether an individual is suitable and appropriate to work with our members and/or if any specific arrangements around supervision and support might be required. All

information gathered as part of our recruitment processes will be treated sensitively and equitably, with confidentiality strictly maintained.

Right to work in the UK essential.

The Use of AI

We understand the benefits of using AI in work. However, if you are thinking of using AI to support your application, we ask you to think carefully about what value it adds. AI tools tend to lack the personal touch and authenticity we value in candidates. Therefore, we encourage you to showcase your unique knowledge and skills using your own voice.

How to apply:

Application deadline: **9am, Monday 7th December**
First round interviews (online): **Thursday 10th December**
Please submit your CV and a covering letter explaining how your skills, experience and personal qualities meet the requirements of the job description and person specification.

Applications should be sent to **jobs@fightforpeace.net**. Mark the subject line "**TrustFoundationManager**"

Ready to step into the ring with us? We'd love to hear from you.