

## Addenbrooke's Charitable Trust (ACT)



### JOB DESCRIPTION

<b>Job Title:</b>	<b>Trusts Lead</b>
<b>Hours:</b>	<b>37.5 hours per week</b>
<b>Term:</b>	<b>Full time, permanent</b>
<b>Reports to:</b>	<b>Head of Trusts</b>
<b>Working arrangements:</b>	<b>Hybrid Trial– currently a minimum of two days in the office</b>
<b>Salary:</b>	<b>£35,000 - £40,000 per annum</b>

### About us

Addenbrooke's Charitable Trust (ACT) is the dedicated hospital charity for Addenbrooke's Hospital (Cambridge University Hospitals). Recently voted one of the top 100 hospitals in the world, Addenbrooke's is a leader in the field of healthcare innovation and is recognised across the world as a pre-eminent teaching hospital. It is a centre of excellence for regional and national specialist services in cancer, paediatrics, organ transplantation, genetics and neurosciences, with patients receiving the highest standard of medical expertise.

Addenbrooke's is embarking on a bold journey of transformation to ensure that it is fit for the future, can provide the highest possible standard of care for its patients, and continue to drive innovations that will impact people far beyond Cambridge.

As part of the first wave of transformation, two brand-new hospitals will be built: the Cambridge Cancer Research Hospital and the Cambridge Children's Hospital. These two specialist hospitals are being designed with patients at their heart and will combine first-class clinical expertise with world-class biomedical research to transform care for cancer patients and children regionally, nationally and internationally.

To make this vision a reality, ACT is launching two ambitious multi-year, multi-million pound philanthropic campaigns to support the development of these new hospitals, both of which are presently in the private phase.

Fundraising from Trusts and Foundations is crucial as we scale up our philanthropy operation and so we are looking for an experienced trusts fundraiser who is capable of building relationships from the research phase through to long-term stewardship.

We strive to make sure that all our activities are carried out in line with our organisational values, and that we are:

**Supportive, Innovative, Ambitious and that we ACT with Integrity.**

## **Summary of role**

The Trusts Lead will play a vital role in maximising income from trusts and foundations by building and maintaining relationships. You will be focussed on raising funds for two capital campaigns - Cambridge Cancer Research Hospital and the Cambridge Children's Hospital – whilst continuing to drive forwards improvements in Addenbrooke's.

The Trusts Lead will work as part of a team of three – Head of Trusts and Trusts Officer (to be recruited). The role will also require you to work closely with the wider Major Gifts team and key stakeholders across the two campaigns.

## **Key responsibilities**

- To generate income from grant-making trusts and foundations, with a focus on those capable of giving five and six-figure grants.
- Manage a portfolio of existing relationships whilst also identifying and researching new trust prospects.
- Prepare cultivation strategies for key donors and ensure that due diligence is completed on an ongoing basis as relationships are developed.
- Liaise with colleagues to agree approaches for major gifts from family foundations or trusts with individual connections, ensuring that the team is joined-up in its approaches.
- Work opportunistically and creatively to identify funding opportunities and match areas of interest
- Prepare compelling and high-quality cases for support and gift opportunities that are strategically relevant and attractive to new and existing trusts.
- Work with Trustees and senior volunteers to maximise the value of our connections
- Develop and maintain excellent relationships with a portfolio of trusts, providing personal stewardship through face-to-face meetings, communication and reporting.
- Brief internal and project stakeholders when they are attending meetings with trust prospects, ensuring that they are well prepared and present the campaign effectively.
- Ensure all internal and external deadlines are met and that campaign partners are consulted as appropriate and in good time.
- Contribute to presentations and reports for meetings as required by the Head of Trusts.
- Keep up to date with developments in trust fundraising including preferred areas of benefit and application procedures of newly-formed trusts.
- Maintain up to date, accurate trust records on ACT's CRM database.
- Follow the donor recognition policies to offer appropriate naming and/or recognition to supporters
- Review and ensure compliance with donor agreements and contracts.

## **General corporate requirements**

- To adhere at all times to ACT's policies and procedures as varied from time to time
- Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of ACT without prior authority of the Director of Fundraising or CEO
- To ensure the effective and efficient use of ACT's resources

- To ensure that all duties are carried out to the highest possible standard.
- To be aware of individual responsibilities under the Health and Safety at Work Act (1974).
- To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (1998).
- To work in line with the Institute of Fundraising Code of Practice and other relevant legislation and guidance
- To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers and their relatives.
- To perform any other duties that may be required from time to time.
- To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.
- To undertake any other reasonable task as may be identified as necessary by the senior management team from time to time.

*The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined*

**There is no closing date for this role, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.**

**Addenbrookes Charitable Trust is an equal opportunities employer actively working towards a diverse workforce. We therefore positively encourage applications, regardless of age, race, religion & belief, gender, gender reassignment, sexual orientation, marriage & civil partnership, pregnancy & maternity, or disability.**

## **Application Process**

If this sounds like the job for you then please contact Jake Parsons at Ashby Jenkins Recruitment ([jake@ashbyjenkinsrecruitment.co.uk](mailto:jake@ashbyjenkinsrecruitment.co.uk)) for more details

## PERSON SPECIFICATION – Trusts Lead

<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>• Proven experience of securing grants from trusts and foundations</li> <li>• A track record of delivering income against agreed targets and timescales</li> <li>• Demonstrable experience of successfully building positive relationships with trusts and foundations, as well as a range of stakeholders</li> <li>• Excellent attention to detail</li> <li>• Experience of developing prospect pipelines and growing income</li> <li>• A confident communicator in-person and in writing, with the ability to translate complex project information for a range of audiences</li> <li>• Excellent research skills</li> <li>• Competent on Microsoft Word, Excel, PowerPoint and relational databases</li> <li>• Self-motivated, independent, resilient and creative</li> </ul>
<p><b>Desirable – not essential</b></p>	<ul style="list-style-type: none"> <li>• Experience of working in a Healthcare charity, and or working alongside the NHS.</li> <li>• Experience of working on a capital campaign</li> <li>• Experience of securing six figure grants</li> <li>• Experience of Donorfy (ACT's CRM)</li> </ul>