

Job description

Job title	Trusts and Grants Manager
Contract	Permanent
Hours	Up to full time (37.5 hours per week)
Salary	£40-45k pro rata depending on experience
Service setting	Across Jami localities and home based
Reporting	Reports to Head of Fundraising. Potential for line management.

Organisation

Jami is a mental health charity that enriches and saves lives impacted by mental illness and distress in the Jewish community.

Since the start of the pandemic, demand for our services has grown exponentially. In 2021 we undertook a thorough review of the needs of the community, to develop a new strategy that will secure the Jewish community's mental health provision. The new strategy sets out a huge agenda for change in scale and provision, which will be developed over the next five years while we continue to run our diverse set of highly professional mental health services:

- Advice and advocacy
- Treatment and support
- Education and campaigning

Jami currently supports over 1,400 individuals, delivering almost 50,000 separate service interactions each year, and reaches thousands more people through education, seminars, work in schools and other organisations. Through our social enterprise community café, Head Room, we raise mental health awareness while delivering mental health support on the high street.

Job purpose

This role is to manage the strategy and long-term development of Jami's Trusts and Grants fundraising programme to:

- Grow the number, value and type of successful grant applications.

- Manage the development of productive relationships with new funders.
- Facilitate delivery of excellent grants management including improved regular reporting of outcomes and appropriate stewardship.
- Develop Legacy and Bequest strategy.

Key Accountabilities/Responsibilities

- Manage and develop Jami's existing portfolio of trusts and foundations to maximise sustainable unrestricted and restricted income.
- Lead and undertake research into prospective sources of funding, using a range of online and offline tools.
- Initiate and build relationships with new grant making trusts.
- Develop and maintain knowledge and understanding of Jami services to ensure high-quality applications.
- Work with Quality and Impact Team to ensure outcomes agreed are accurate, that robust monitoring is in place, and that we can deliver insightful reports.
- Oversee submissions, write funding proposals and complete applications (online and offline) to trusts and foundations.
- Ensure all trust and foundation activity and relationship management, including new gifts, is captured accurately on the supporter database.
- Manage timely and accurate internal reporting on Trusts and Grants activity.
- Work closely with Major Giving to ensure clarity of relationship management and stewardship is in place.
- Work with Major Giving to ensure relevant contacts receive appropriate communications, recognition and invitations.
- Manage and develop relationships with executors and key solicitors' firms during legacy administration to ensure they are aware of how bequests will be utilised.
- Develop and implement a legacy strategy for Jami.
- Actively participate in Fundraising team meetings and events.
- Carry out other duties, as required, to maximise Jami's trust and grants and other funding sources.
- Any other tasks as may be required to support the Fundraising & Marketing Team.

Key relationships

- Jami service users and staff
- Jami Quality and Impact Team
- Trust and grant providers
- Patrons
- Major donors
- Jami Fundraising and Marketing team

Training and Qualifications

Essential	Desirable
	<ul style="list-style-type: none">• Educated to degree level or equivalent work experience• Institute of Fundraising qualification

Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none">• Successful, recent track record of applications to trust and grant providers at six-figure level and above.• Experience of relationship management and stewardship of professional philanthropic organisations and individuals.• Excellent verbal and written communication skills able to complete complex applications and write compelling copy.• Numerate and able to use skills to formulate budgets, extract data and create reports.• Able to lead face to face meetings with existing and potential funding providers.	<ul style="list-style-type: none">• Proficient user of Raisers Edge or other CRM software• Experience and knowledge of the UK Jewish community• Empathy and understanding of issues relating to poor mental health.• Able to deliver presentations and information to stakeholders.• Line management experience.

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| <ul style="list-style-type: none"> • Proficient user of Windows-based software packages including Word, Excel, Outlook, PowerPoint, Microsoft Teams. Able to utilise cloud-based file sharing (Sharepoint, One Drive etc). • Strong team player able to contribute to the wider Fundraising and Marketing strategy as well as work effectively within a cross-functional team. | |
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Flexibility

To deliver services effectively, a degree of flexibility is needed, and all post-holders may be required to perform work not specifically referred to above. Such duties will fall within the general scope of the job description. The job description will therefore be subject to periodic review with the post holder to ensure it accurately reflects the duties of the job.

Disclosure of criminal background

All employees are checked with the Disclosure Barring Service

If it is a requirement of the post that an enhanced check is undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with Jami. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not be progressed further.

Equality and diversity

Jami are proud to be an equal opportunity workplace. We recognise and promote, the positive value of diversity, equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds.

Confidentiality

All information relating to service users, volunteers and staff gained through your employment with Jami is confidential. Any disclosure to any unauthorized person is a serious disciplinary offence.

For further details or an informal conversation, please contact **Liz Jessel** by email **liz.jessel@jamiuk.org**.

To apply for the role, please send your CV and covering letter to **recruitment@jamiuk.org**. Closing date for applications **12 May 2022**.