



Trusts and Foundations Manager

Job Title: Trusts and Foundations Manager

Location: St. Martin-in-the-Fields Charity, 5 St. Martin's Place, London WC2N 4JH (Hybrid)

Salary: £44,000 per Annum

Contract: Permanent; Full-time (35 hours a week)

St Martin-in-the-Fields Charity (SMITFC) is looking for a strategic, relationship-driven Trusts and Foundations Manager to help shape the future of our income generation from charitable trusts and foundations. This is a pivotal role within our Philanthropy, Trusts and Foundations Team, working to ensure that we not only maintain but significantly grow our sustainable income streams in support of people experiencing homelessness and extreme vulnerability.

Working alongside the Philanthropy Manager and Prospect Researcher, this role will be responsible for identifying and securing new 5-6 figure+ gifts, maintaining and deepening engagement with our existing funding partners and developing a pipeline of future funding opportunities designed to spread risk and build for a reliable, realistic income growth over time.

Key Responsibilities

The successful candidate will:

- Work with the Head of Philanthropy, Trusts and Foundations (P&TF) to develop the Charity's Trust and Foundations growth strategy ensuring it maximises sustainable net income from both general and restricted Trust and Foundation funding sources, diversifies income and starts to spread income timelines away from a reliance on our Christmas appeal period.
- Work collaboratively across the charity to acquire an excellent knowledge and understanding of SMITFC values and programmes, to inform the creation of bespoke donor materials, cases for support, funding proposals and reports.
- Lead on the creation and submission of bespoke proposals and reports to existing Trusts and Foundations, maintaining accurate development and submission deadlines and excellent records of progress and outcomes on CRM.
- Lead on the cultivation and maintenance of strong relationships with existing funders and trustees, identifying opportunities for key decision makers to become active and engaged in the Charity's activities, whilst gaining a greater understanding of a project's long term aims and consequent impact.
- Work in collaboration with the Prospect Researcher to develop a pipeline of new 5-6 figure + Trusts and Foundations prospects able to give within the next 3 years.
- Lead on the bespoke stewardship and engagement of newly identified 5-6 figure + Trusts and Foundations prospects and ensure that submission deadlines are met, and reporting schedules observed.
- Work with the P&TF team to deliver our annual Christmas Appeal – to include the development of the P&TF Christmas Appeal 2025, deliver the annual Christmas Appeal Launch event, and optimize the use of social media and other platforms to reach potential new funders over the Christmas period and beyond.





- Work with the P&TF team to develop the high value offering for the 100 Anniversary appeal 2026.
- Ensure that resources and budgets are managed effectively and provide Trust and Foundation fundraising financial information as required by the Head of P&TF – including contributing to income risk assessments, identifying gaps or shifts in funding and support contingency planning with the wider P&TF team.
- Ensure accurate records of funding opportunities, donor contact details and prospect research are maintained across CRM and finance systems.
- Work collaboratively with SMITF partner charities to align stewardship, donor asks and maximise income.

Experience and Skills

We are looking for someone who has:

- A positive, collaborative, creative mindset, who likes working as a part of high functioning team and enjoys building relationships across an organisation whilst having the confidence and autonomy to drive things forward and advocate for doing things differently.
- A strong record of securing and managing major Trust and Foundation partnerships, including six-figure grants.
- Demonstrable experience of building tailored cases for support to a range of funders
- Experience of collaborating with internal teams in the creation of funding proposals and reports.
- Experience engaging with senior stakeholders, including trustees and high-level volunteers.
- Experience of balancing managing relationships with high value funders, managing expectations and negotiating challenges.
- Experience of optimizing prospect research to identify and develop a funding pipeline
- Experience of optimising CRM systems to help monitor and report on fundraising activity.
- Excellent written and verbal communication, with a proven ability to produce persuasive proposals.
- Experience of managing multiple deadlines and a varied, demanding workload.
- Sound knowledge of fundraising from Trusts and Foundations and current sector trends

Our Team: We are friendly, ambitious, creative bunch, who value and maintain relationships of trust and transparency with our donors. We all work flexibly between home and the office but love to come together to plan, get creative and enjoy some lunch in the Crypt at St Martins Church.

About us: St Martin in the Fields Charity exists so that everyone can have a safe place to call home, and the support they need to keep it. To achieve is, we work with individuals, frontline workers and community organisations, providing people who are at risk of losing their homes, or urgently need to find a place to live, with grants from our Emergency Fund – and the support they need to keep that home. And we advocate for real and lasting change at a local and national level, using insights and data drawn from our direct experience with individuals, frontline workers and community organisations.





Charity



How to apply: Please submit your CV and a covering letter outlining your suitability for the role to Gurpreet Virdee via email on gurpreet.virdee@stmartinscharity.org.uk

