



Senior Trust and Statutory Officer

Job description

Grade	Grade D
Type of contract	Permanent
Directorate	Fundraising
Team	Partnerships - Trust and Statutory
Reports to	Trust and Statutory Manager
Responsible for	Trust and Statutory Assistant
Location	Flexible - likely to be hybrid mix of homeworking and time in Stratford/Cardiff office
Hours	35hrs p/w

About the role

This role is a crucial position within Mind's high performing Trust and Statutory team. Reporting to the Trust and Statutory Manager you will have overall responsibility for identifying and securing five (>£25k) and six figure grants from trusts, corporate foundations and statutory bodies. This will involve prospecting and developing strategic engagement and cultivation plans for funders, completing high quality applications, and managing high value funder relationships, providing personalised stewardship and grant reporting for funders. The job will require close collaboration with other expert teams within Mind, including our Business Development team and Networks and Communities team, to understand the breadth of Mind's work and be able to communicate this clearly to funders. You will also line manage the Trust and Statutory Assistant.

About the department

Mind's Partnerships Fundraising team – part of the wider fundraising directorate – is responsible for generating income from major donors, trusts and foundations and the statutory and corporate sectors. With the launch of our 21-24 strategy, we have exciting opportunities to expand our portfolio of funders and invest in new flagship programmes to achieve our strategic ambitions of: fighting for the mental health of people in poverty, supporting young people with a focus on trauma, and becoming a truly anti-racist organisation.

The Trust and Statutory team is comprised of a Head of Trust and Statutory, two Trust and Statutory Managers, a Senior Trust and Statutory Officer, a Trust and Statutory Officer, and a Trust and Statutory Assistant. The team raises and manages a portfolio of



c. £11 million pa, with grants from £100 to £5 million. The team also has a Network Grants Fundraising Manager, who provides a support function to our network of over 100 local Minds.

Mind employs over 700 staff who are based in our offices in Stratford, London and Cardiff (min 2 days a week), or work from home full time.

Key Responsibilities

1. Manage a pipeline of major trust and corporate foundation funding opportunities, identifying prospects and securing five (>£25k) and six figure grants.
2. Submit high quality applications, which are tailored in tone, detail/complexity and format for a variety of funders.
3. Provide strategic and personalised relationship and grant management to funders, through a relationship-based approach and creative stewardship plans.
4. Liaise collaboratively with key internal stakeholders, including Mind's senior leadership, and promote cross-organisational working to secure internal support with applications and grant and relationship management.
5. Develop bid development plans to project manage multi-stakeholder applications, and implement internal grant management processes with colleagues across the organisation to ensure tight grant management and reporting.
6. Keep up to date with Mind's current and future work and translate larger programmes of work into relevant, compelling funding asks.
7. Contribute to financial forecasting by developing an annual workplan and calendar of applications
8. Maintain accurate and up to date database and digital records, and input into monitoring tools, e.g. KPIs.
9. Work with colleagues in the Major Giving and Corporate teams to identify opportunities for hybrid working, including joint prospecting and cultivation.
10. Line manage the Trust and Statutory Assistant, providing them with support to help them fulfil their duties, which include providing an overarching prospect research function, delivering the small Rolling Trust Programme, and managing the team's income processing, and supporting them with professional development opportunities.
11. Support the wider team through informative communication and flexibly taking on appropriate tasks as needed. At times this could involve supporting with smaller applications (<£25k) or larger multi-million pound applications.

Expectations



We are committed to becoming actively anti-racist in everything we do. This is a critical priority for Mind. We embrace diversity and understand that being an inclusive organisation, recognising different perspectives, will enable us to provide excellent services. We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.

Role expectations:

- To travel to meet funders or attend meetings/conferences when needed and in line with risk assessments, including occasionally working unsocial hours.
- To attend and contribute to team and departmental meetings, and represent the team on cross-organisational working groups.
- Keep abreast of internal and external developments and respond accordingly.
- To attend and contribute to supervision and appraisal process, meetings, training, and other events as required.

All members of staff at Mind are expected to embody our mission, values and competencies. This includes an expectation that they will:

- Show passion for what Mind does and the changes that we are making for people with mental health problems.
- Work collaboratively across teams, departments, locations and organisations.
- Stand up for what they believe is best and trust in themselves and each other.
- Be open to others and ourselves and show a commitment to learning.
- Be open to change and respond flexibly and quickly to the changing world.
- Demonstrate organisational awareness and see the bigger picture while working towards objectives.
- Communicate effectively, ensuring their messages are understood and that they strive to understand others.
- Value diversity and treat others with respect, showing sensitivity towards differences, promoting and encouraging diversity, and building on people's different skills and talents to enhance the quality of their own and other's work.
- Take responsibility for their decisions.
- Attend and contribute to Mind staff training and any other training identified as appropriate for the post.
- Ensure that all responsibilities and activities within their post are consistent with the terms and spirit of Mind's mission, vision, values, policies and procedures.
- Adhere to relevant legal and statutory requirements including the Data Protection Act, Health and Safety at Work Act and relevant charity law.
- To be prepared to work flexibly (e.g. hot-desking, home-enabled working) according to business need.
- Maintain an appropriate level of confidentiality at all times.
- Contribute to making Mind a greener workplace.



Person specification

Essential criteria

1. Proven track record in trust and statutory fundraising, including leading on applications and winning five and six figure grants.
2. Demonstrable experience of researching trusts and corporate foundations, proactively cultivating new relationships with cold prospects, developing targeted proposals for funders, and writing high quality reports with minimal supervision.
3. Experience of working as part of a bid team cross-organisationally to develop proposals and budgets for large-scale fundraising opportunities, and working with project teams to successfully manage funder expectations for grant funded projects.
4. Experience of line management including being able to delegate effectively, lead appraisals, and supporting direct reports to meet deadlines and performance targets.
5. Excellent communication skills and the ability to understand and translate complex information tailoring content and tone for a variety of audiences – both written and verbal. This includes presentation, negotiation and influencing skills and the ability to deal with people at all levels (internal and external) with tact and diplomacy.
6. Proven ability to monitor, assess, evaluate and report back to funders on how their support has made a difference to Mind, including rating and escalating risk internally.
7. Up to date and thorough knowledge of the principles and practice of trust and statutory fundraising, charity legislation, major trust and statutory funders' grant criteria and of the general trust and statutory fundraising landscape.
8. Good numeracy and analytical skills, and proven ability to understand funding and programme budgets, as well as income targets and forecasts.
9. Excellent organisation and time management skills with the ability to manage and take responsibility for own workload, respond quickly and flexibly to last minute bid deadlines or funder requests whilst ensuring high quality work.
10. Work independently with minimal supervision as well as work productively as part of a team. Demonstrable initiative and determination in delivering work objectives and fundraising targets.
11. Experience of using databases to monitor and manage grant applications and donations, or have a clear understanding of the principles behind good contact management.

Desirable criteria

1. Direct or indirect experience of mental health problems



2. Experience of using the MS Dynamics database or similar to monitor and manage funder relationships.
3. Experience/understanding of Major Giving fundraising
4. Experience/understanding of Corporate fundraising