

ROLE DESCRIPTION

Post:	Trusts and Foundations Manager
Remuneration:	£36,000 to £38,000 p.a. (Pro-rata 0.8 FTE actual £28,800 to £30,400 p.a.)
Contract:	Permanent
Hours:	30 hours per week, flexible days/hours, hybrid office/home working and/or remote
Location:	Dementia Adventure, Unit 11, Old Park Farm, Ford End, Essex, CM3 1LN
Responsible to:	Head of Income and Engagement

[Dementia Adventure](#) is a multi-award-winning national charity, established in 2009. We think differently about dementia. We look at what people can do, not what they can't. We believe that with the right support, everyone with dementia can get outdoors, experience the well-being benefits of nature and enjoy more active and fulfilled lives. We provide supported dementia holidays (Adventures), and dementia training for family and friends, professionals and organisations.

Our vision: A more active and fulfilled life for everyone living with dementia.

Our mission: Supporting people with dementia to get outdoors and experience the benefits of nature.

Values: Positivity, Care, Connection, Empowerment, Inclusivity.

The role

- This is a great opportunity for a passionate fundraiser to join our positive and inspiring team, based in a beautiful semi-rural location, and become part of a growing national charity that supports people living with dementia to have a more active and fulfilled life through activity outdoors and engagement with nature.

We promote flexible working arrangements that benefit both you and the organisation.

You will increase income primarily from trusts and foundations by writing compelling proposals to existing and new donors and building long-term relationships with our supporters. You will work closely with the Head of Income and Engagement to deliver a fundraising plan with an annual target of £700,000.

Other responsibilities will include:

- Managing a portfolio of high-value donors, achieving donor targets and seeking opportunities to develop and grow support
- Identifying, qualifying and prioritising potential funding opportunities that align with Dementia Adventure's strategy and mission

- Nurture and steward donors and prospects, including phone calls, meetings, presentations, cultivation events and networking.

About You

Essential

- You can translate complex information into simple and compelling language that leads to a donation
- You will have experience in successfully cultivating and managing relationships with trusts and foundations and in acquiring high-value donations
- You are confident in writing and adapting persuasive copy and have excellent communication skills
- You can prioritise, have good time management skills and can work independently
- You have excellent organisational, project planning and budget management skills and are experienced in using a CRM system.

Desirable

- Experience working with major donors, corporate foundations and the public sector
- Understanding or lived experience of people living with dementia.

Equality, Diversity and Inclusion: Dementia Adventure is committed to equality, diversity and inclusion, and is keen to ensure that anyone who comes into contact with the organisation and its services is treated with warmth, dignity and respect irrespective of who they are and what protected characteristics they may have. We are an equal opportunities employer and encourage applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Benefits Package: Statutory annual leave entitlement (25 days plus 8 bank holidays FTE pro rata), rising by one extra day per 12 months of employment up to a maximum of 30 days, pro rata. Flexible working arrangements, contributory work-based pension scheme. We also offer a wider range of other staff-related benefits.