



back**up**

Partners in possibility
after spinal cord injury



An introduction from the Director of Fundraising

I know applying for a new role is a big decision: you are choosing the organisation, the team and the people you want to spend your time with just as much as we are choosing you. So, alongside everything else in this pack, I wanted to tell you a little about why I think this is such an exciting time to join our Fundraising team and what you can expect from working with me.

At Back Up, our ambition is significant. Our *Limitless Ambition* strategy sets out what we want to achieve for people affected by spinal cord injury, and fundraising has a critical role to play in making that possible. We need to grow sustainable income, deepen the relationships we have with our supporters and partners, find new opportunities, and be willing to think differently about how we fund our work.

That makes our Partnerships team incredibly important, and it makes the role you are considering much more than simply delivering an income target.

We are building a team that is ambitious about what it can achieve, but also one that genuinely enjoys working together. I want us to be strategic and commercially minded while never losing sight of why we are here. I want us to use evidence and data, but also curiosity and creativity. And I want us to be comfortable challenging each other, trying new things and occasionally getting things wrong, because that is often how we find better ways of doing things.

Those ideas are reflected in Back Up's values. We embrace challenge, build inclusive communities, have fun and are ambitious for each other. In particular, our ambition is coupled with being proactive, pushing boundaries, trying new approaches and learning quickly.

That is also very much how I like to work.

You can expect me to be collaborative, open and engaged. We'll work together on the big strategic questions as well as rolling our sleeves up when we need to. I'll give you the space and trust to lead your area, but I'll also be there to support you, challenge your thinking and help remove barriers. I don't believe that good fundraising happens in isolation, so we'll work closely across Fundraising and with our colleagues in Services, Finance, Marketing and Communications and the wider organisation. Both of these roles are deliberately built around that kind of collaboration.

So, who am I hoping will apply?

Of course, the experience and skills in the job description matter. But I'm equally interested in how you work. I'm looking for people who are curious and proactive; who build great relationships; who can see opportunities and have the confidence to pursue them; who care about doing things well without needing everything to be perfect before getting started; and who are generous with their expertise and want the people around them to succeed too.

You don't need to arrive knowing everything about Back Up or spinal cord injury. What matters is that our mission resonates with you, that you share our ambition, and that you're excited by the opportunity to use your skills to help create a positive future for people affected by spinal cord injury.

If you've read this pack and can see yourself in what I've described, I hope you'll apply.

There is a lot for us to do, and I am genuinely excited about the team we are building and what we can achieve together. Perhaps you'll be part of it.

I look forward to hearing from you.

Christine Neubeiser

Job Description:

Trusts and Foundations Manager

Location:	Hybrid/ London office 2 day per week
Reports to:	Head of Partnerships
Line Manages:	
Key stakeholders:	Internally: Fundraising team, Services, Finance and Communications teams, Boards and Committees, Senior Leadership, Volunteers. Externally: Trustees, Administrators, Grant Managers, and Trust Managers from a wide range of trusts & foundations (including family/private trusts, corporate foundations and National Lottery)

Purpose of the role:

As Trusts and Foundations Manager, you will play a key role in securing life-changing funding for people affected by spinal cord injury. Using your expertise in relationship building, fundraising, and stewardship, you will grow and manage a diverse portfolio of charitable trusts, foundations, and grantmakers, securing significant income to support our services and future ambitions. Working as part of a passionate and ambitious Partnerships Team, you will develop compelling funding proposals, build lasting funder relationships, identify new opportunities for growth, and help shape the delivery of our fundraising strategy. This is an exciting opportunity for a motivated fundraiser who wants to combine professional success with meaningful impact, helping to create a positive future for people affected by spinal cord injury.

VALUES

Our values are central to our approach:

We embrace challenge:

Challenge is central to our learning and growth; it helps us gain knowledge and skills. By finding ways to overcome challenge and move forward we gain a sense of achievement, supporting us to realise our full potential.

We have fun:

We believe that having fun allows us to connect with others, whilst opening opportunities to develop, achieve and get the most out of life, showing that there is a positive future after spinal cord injury.

We build inclusive communities:

We achieve more for people affected by spinal cord injury when we work together. We are collaborative and inclusive in our approach. We embrace diversity, working with and supporting individuals, groups, and the wider spinal cord injury community, bringing people together.



We are ambitious for each other:

We are driven by the needs of people with a spinal cord injury and their families. We are passionate, striving to be the best. We set high standards, and we work hard to reach them. We are proactive, push boundaries, try new approaches and we learn quickly. We recognise that failure doesn't have to equal loss, rather an opportunity for growth. We listen to what people affected by spinal cord injury want and we seek innovative responses based on their feedback.

Job Description

- Research and submit compelling proposals and applications for high-value grants and donations (5 and 6 figures) to secure income and support long-term sustainability.
- Prospect research of new funders and partners capable of supporting Back Up's work.
- Provide timely, accurate reports and updates to funders showing the impact of funded work.
- Deliver an effective stewardship programme to engage and thank funders, working closely with the Partnerships team to inspire our donors
- Maximise opportunities through Back Up's networks, including the fundraising team, services staff, SMT, development board, board of trustees and volunteer networks.
- Manage multi-year budgets and ensure accurate forecasting, monitoring and evaluating performance to meet agreed targets.
- Support the maintenance and development of internal systems to manage restricted income and effective data flow and quality to support delivery of the Trusts and Foundations Strategy
- Ensure up to date records of grants and donations and funder communications.
- Manage, support, and develop the trust fundraising team and plans.
- Build strong working relationships with services and finance to align funding with strategic needs and business plans

Key responsibilities:

- Driving the development and delivery of the Trusts and Foundations strategy and annual business plans
- Managing and monitoring the trusts and foundations pipeline, budget and forecasts; providing reports and updates on activity to the Head of Partnerships.
- Ensuring income generation aligns with organisational plans.
- Ensuring high-quality applications, reports and stewardship to funders
- Effective management of the Trusts and Foundations Officer to develop, feel supported and achieve targets.
- Collaborating effectively with the Partnerships Team to maximise income from a range of opportunities.
- Working effectively with fundraising, finance, and services teams to identify needs and maximise income.

PERSON SPECIFICATION:

Essential

Proven success in securing income including 6 figure grants from a range of charitable trusts and foundations

Experience of line managing staff or volunteers and delivering against targets
Strong relationship-building, engagement and stewardship skills
Confident communicator with excellent written skills
Experience in supporting planning and monitoring of budgets, pipelines and KPIs
Familiarity with CRM and data tools for fundraising and reporting
A collaborative and proactive approach
The ability to manage conflicting priorities
Willingness to travel and work occasional evenings or weekends

Desirable

Experience in high-level cultivation and securing corporate foundation income
Knowledge of spinal cord injury or disability-related issues

We particularly welcome applications from those from black, Asian or ethnic minority backgrounds or those with higher level spinal cord injuries.

