



Development Manager
(Trusts, Public & High Value Funders)
Ministry of Stories

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Full time (5 days / 40 hours per week). Permanent contract.

Salary range £30,000 - £34,000 p.a, dependent on experience

3% employer contribution to pension

Home and office based, accessible office. 25 days annual leave

Flexible and welcoming team culture, open to exploring individual needs and preferences

Line management responsibility for Development Coordinator

Managed by Deputy Director

Please see additional terms and conditions on page 7

Application deadline: 9am Thursday 30th September 2021

Interviews take place on: Wednesday 6th October 2021

If you require a larger format copy of this job description, please contact us on Kirsty@ministryofstories.org or call us on 020 7729 4159.

About Ministry of Stories

Ministry of Stories champions the writer in every child. Co-founded by author Nick Hornby in 2010, we help young people discover their confidence, imagination and potential through the power of their writing. We develop self-respect and communication skills through innovative writing programmes and one-to-one mentoring for children living in under-resourced communities, working in schools, and at our dedicated writing centre in east London. We empower young people to write brighter futures for themselves through the power of their ideas, creativity and imagination.

Inspired by San Francisco's 826 Valencia, you'll find us hidden behind our own fantastical shop Hoxton Street Monster Supplies, which has been serving London's monster population (and the occasional human) since 1818. All proceeds from our monstrous offerings such as Cubed Earwax and Thickest Human Snot go back to support our work with young people.

Our programme currently includes:

- Weekly **Community Writing Labs** and holiday programmes for children and young people, hosted at our Writing Centre in Hoxton
- A **Schools Programme** delivering creative writing-led educational workshops, projects and training that support school's needs
- A **National Training** offer, supporting cultural and education organisations around the country to embed Ministry of Stories methodology for the benefit of their local children, young people and wider communities

The **Development Manager (Trusts, Public and High Value Funders)** is a senior role in our fundraising and operations team. The role is responsible for the delivery of our multi-year fundraising strategy and the planning and direct delivery of our work with trusts, foundations and public funders. The role will also grow and support our relationships with high value donors.

The Ministry of Stories is based in East London. We are open to discussing a hybrid of in-office and home working arrangements and the role will involve occasional off-site and evening meetings. The post is subject to a 3-month probationary period and an Enhanced DBS check.

About our fundraising

Now in our 11th year, Ministry of Stories is focused on growing our writing programmes within our community and primary and secondary schools. To achieve this, we have been focused on expanding our sources of funding and increasing our earned income potential from school partners and our shop.

Our overall direction of travel is to spread financial risk by seeking multi-year funding agreements and increasing the proportion of private income for our core work. In particular we aim to grow our number of corporate partnerships and increase our community of individual donors. In time, we aspire to rebuild our community and events fundraising, with a careful eye on return on investment.

As with many charities, our fundraising has been significantly affected by COVID-19. However, we are feeling optimistic. We have a strong base of existing funders and high quality relationships we can build upon, as well as talented and inspirational young people to showcase and an engaging and creative charity to introduce to new funders.

To make the most of this important moment, we are looking to appoint an **experienced, driven and ambitious fundraising manager** to lead our fundraising strategy by identifying opportunities, securing and nurturing new and [existing trust and public funder relationships](#) and ultimately, delivering our fundraising targets. Through the management of the Development Coordinator, you will also be responsible for growing our corporate and individual giving income and will start to explore options for community and events fundraising from 2022.

To support this role, we have a motivated senior leadership team and are overseen by an engaged and active board of trustees who understand the importance of fundraising. Our board has invested in a team of two fundraisers for three years, which has helped us to realise income growth, new opportunities and to bring a unique creativity to our fundraising.

We are in a unique position to be recruiting permanently to both fundraising roles at the same time and will be looking to bring in a combination of skills and specialisms across the team. Now is the perfect time to bring your talent and vision to our small but mighty charity, to build on our solid fundraising foundations and create a long-term, sustainable future for the Ministry of Stories.

Main Purpose

To deliver our fundraising strategy under the leadership of our Deputy Director and through the line management of our Development Coordinator. Lead all trusts and foundations, public and high value fundraising - from research and planning, through to bid writing, relationship development and reporting - to ensure we deliver on all commitments.

Specific Responsibilities

I. Strategic and Financial Planning

- To work strategically with the senior leadership team to identify new opportunities and partnerships, explore different ways of framing our work, be able to respond quickly and innovate to meet both the broad and specific needs of the charity
- To work with the Deputy Director and Development Coordinator to implement our three-year fundraising strategy and deliver our existing work plan (2021/2022)
- To work with the Deputy Director and Management Accountant to prepare board reports and track donations, including bringing progress to target updates to your monthly one-to-ones and leads effective monthly fundraising meetings

- To forecast and monitor all income and expenditure for fundraising, including reforecasting, budget phasing and developing new budgets
- To commit to the principles of the Ministry of Stories and to advocate for the importance of our work with children and young people with all funders

2. Trusts and Foundations

- To research and develop a pipeline of potential trusts and foundation applications and use this to create a schedule of applications and approaches with key deadlines
- To write compelling, accurate and tailored applications which support the Ministry of Stories' organisational strategy, financial needs and tone of voice, while also meeting the needs and aspirations of the funder
- To manage a portfolio of trusts and foundations, managing the key relationships and fulfilling all reporting requirements on time and to an excellent standard
- To maintain accurate records for grants and correspondence from trusts and foundations on the organisational database (Salesforce)
- To work with the Marketing Manager to develop appropriate case studies and showcase relationships with key funders
- To represent the work of Ministry of Stories at relevant funder meetings or events

3. Public Funding

- To research and prioritise potential funding schemes and programmes, including Local Authorities and Public Sector
- To deliver all reporting requirements to existing and new public funders, including Young Londoners
- To work with the Senior Leadership Team to prioritise and write compelling proposals and bids, manage the relationships and overall portfolio
- To liaise with other key staff as above for data and information and ensure delivery against all reporting requirements

4. High Value Funders

- To put the supporter experience at the heart of our fundraising practices in order to grow and retain donors and supporters. Where possible, seek out opportunities for in-person or digital stewardship events for supporters to 'bring our work to life'.
- Support the senior leadership team to deliver excellent donor care and stewardship to ensure strong relationships with high value supporters, funders and our board of trustees
- Provide effective account management and planning to engage and retain donors, supporters and ambassadors
- Help to inspire and secure new high value and major donors for Ministry of Stories
- Explore options around working with donors to grow our fundraising, e.g. establishing a Development Committee

5. Line Management

- To provide regular support to our Development Coordinator, including objective setting, performance management, probationary and annual appraisals

- To provide leadership for planning around corporate, community, individual giving and events fundraising, including first stage approval of copy and content. Maintain oversight of all key projects
- To encourage relationship fundraising approaches, ensuring all supporter communications and thank you processes are delivered in a timely manner and to a high standard
- To ensure our database, application tracker, donation systems, gift aid claims and regular giving tracking monitoring are effective and kept up-to-date
- To ensure that fundraising activities comply with legislation and statutory requirements, including Data Protection, GDPR and fundraising best practice. Keep abreast of change and innovation in fundraising and the wider arts and cultural sector

6. General Duties

- To contribute to the activities of the wider team as necessary and as directed by the senior leadership team
- To actively promote the organisation's Safeguarding Policy
- Recognise your role as part of a small team and become an active part of a team culture that encourages close collaboration and supportive relationships between colleagues

Person Specification

You will be an experienced and highly skilled trusts, foundation or public fundraiser with well-honed communication skills, a proven track record of personally soliciting five and six-figure grants from these sources. You will be able to initiate, build and sustain excellent relationships and be great at listening, researching and writing. You will bring creativity, ambition and innovation and an ability to deliver strong results and be motivated by our commitment to help young people to write a brighter future for themselves.

Essential

- Driven and passionate about fundraising as a tool to unlock opportunities and outcomes for children and young people
- Significant experience in a fundraising/development role specifically in the areas of trusts, foundations and/or public funding
- A proven track record of setting and meeting challenging financial targets, including securing five and six-figure grants
- Significant experience of writing successful bids including working with budgets
- Experience of delivering funder reports, including data
- Experience of researching and developing a funder pipeline
- Strong planning and administrative skills with excellent attention to detail
- Good copywriting skills and an ability to work to a high degree of accuracy

Desirable, but not essential

- Ability to work strategically and think laterally to identify partnerships, networks and opportunities for the charity
- Experience of using a CRM database system, such as Salesforce
- Experience of other forms of fundraising – for example, event management, major donor fundraising, supporter care or supporter communications
- Experience of using design software (e.g. InDesign)
- Working knowledge of Data Protection and GDPR regulation
- Line management experience (staff or volunteers)
- Experience with a similar organisation or a charity

Terms and Conditions

Post:	Development Manager (Trusts, Public and High Value Funders)
Reports to:	Deputy Director
Direct Report:	Development Coordinator (Corporate Partnerships and Community)
Peers:	Marketing Manager
Hours:	Full time (40 hours per week, incl. lunch) Monday to Friday, preferred but flexible
Salary:	Salary range £30,000 - £34,000 p.a, dependent on experience
Benefits:	3% employer contribution to pension Home and office based Wheelchair accessible office and we are open to exploring individual needs 25 days annual leave and time off in lieu policy Confidential Employee Assistance Programme Flexible and welcoming team culture, open to exploring individual needs and preferences

Deadline for applications: 9am Thursday 30th September 2021

Interviews: Scheduled for Wednesday 6th October 2021

To apply, please visit:

<https://ministryofstories.org/about/work-with-us/development-manager-trusts-public-high-value-funders/>

You will need to download and complete our application form and diversity monitoring form, and return them to jobs@ministryofstories.org by 9am Thursday 30th September 2021.

If you would prefer to submit a video rather than a written application form, please contact Kirsty@ministryofstories.org and we can discuss how to do this.



MINISTRY OF STORIES

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