



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

# Development Manager (Trusts, Public and High Value Funders)

## Ministry of Stories

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Full / part time (4-5 days per week), open to proposals

Permanent contract

Salary range £30,000 - £34,000 (pro-rata), dependent on experience

3% employer contribution to pension

Home and office based, accessible office

25 days annual leave (pro-rata)

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

Line management responsibility for Administrator (Fundraising) - part time

Managed by Deputy Director

*Additional terms and conditions outlined on page 8*

Please note all roles at the Ministry of Stories are subject to an Enhanced DBS check.

We are keen to receive applications from local people from Hackney and East London.

Application deadline: 9am Friday 8 September 2023

Interviews take place on: Thursday 14 and Friday 15 September 2023, in person as a preference

If you require a larger format copy of this job description, please contact us on

[Kirsty@ministryofstories.org](mailto:Kirsty@ministryofstories.org) or call us on 020 7729 4159.

## About Ministry of Stories

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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
- **National Support**, supporting cultural and education organisations around the country to learn about 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 work.

The post is subject to a three-month probationary period and an Enhanced DBS check.

### About our fundraising

Now in our 12th 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 is to spread financial risk by seeking multi-year funding agreements and increasing the proportion of private income for our core work. 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 affected by the cost of living crisis and level of competition for grants. 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 who are a core part of our story. We are an engaging, open 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 part-time Administrator (Fundraising), you will oversee excellent donor care, website development, community fundraising and the development of our case studies.

To support this role, we have a senior leadership team who are active in fundraising, and the team's work is overseen by an engaged and active board of trustees who understand the importance of fundraising. We are in a unique position to be recruiting 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**

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**To deliver our fundraising strategy under the leadership of our Deputy Director and through the line management of our Administrator (Fundraising). 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**

### **1. Strategic and Financial Planning**

- To work with the Deputy Director and Administrator (Fundraising) to deliver our four-year fundraising strategy and annual work plan
- To work strategically with the senior leadership team to:
  - Identify new opportunities and partnerships, explore different ways of framing our work, and be able to respond quickly to meet the broad and specific needs of the charity
  - Prepare quarterly board reports and monitor fundraising progress against targets and activities
  - Forecast and monitor income and expenditure for fundraising, including re-forecasting, budget phasing and developing new budgets where appropriate
- 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
- Keep abreast of change and innovation in fundraising and the wider arts and cultural sector

### **2. Trusts, Foundations and Corporate Foundations**

- To research and develop a pipeline of potential trusts, foundations and corporate foundation applications and use this to create a schedule of applications and approaches with key deadlines, working closely with senior leadership team for input and sign off
- 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, holding key relationships and ensuring reporting requirements are delivered on time and to an excellent standard
- To support senior leadership team to manage strategic relationships with relevant 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 reporting requirements to existing and new public funders, including Arts Council England
- 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 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 supporters to see our work in action
- Support the senior leadership team to develop strong relationships with high value supporters, funders and our board of trustees
- Help to inspire and secure new high value and major donors for Ministry of Stories

#### **5. Line Management**

- To lead effective regular fundraising meetings
- To provide regular support to our Administrator (Fundraising), including setting objectives, performance management, appraisals and maintaining oversight of their main duties and projects
- To support Administrator to:
  - Ensure all supporter communications and thank you processes are delivered in a timely manner and to a high standard
  - Maintain accurate records for grants and correspondence from trusts and foundations on the organisational database (Salesforce)
  - Ensure our fundraising systems and tracking documents are effective and kept up-to-date
  - Interview and write case studies about our young writers, celebrate new partnerships and funders for blogs and our website
  - Write good copy for the website, reports and donor correspondence
  - Promote and deliver work related to community fundraising and individual giving
  - Ensure that fundraising activities comply with legislation and statutory requirements, including Data Protection, UK GDPR and fundraising best practice

#### **6. General Duties**

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

## Person Specification

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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

- Significant experience in a fundraising/development role specifically in the areas of trusts, foundations, corporate 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 evaluation and impact data
- Experience of researching and developing a funder pipeline
- Strong planning and administrative skills with excellent attention to detail
- Strong, accurate and inspiring writer and an ability to work to a high degree of accuracy
- Driven and passionate about fundraising as a tool to unlock opportunities and outcomes for children and young people

### Desirable, but not essential

- Line management experience (staff or volunteers)
- 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 UK GDPR
- Experience with a similar organisation or a charity

## Terms and Conditions

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Post: Development Manager (Trusts, Public and High Value Funders)  
Reports to: Deputy Director  
Direct Report: Administrator (Fundraising)  
Peers: Marketing Manager  
Hours: Full / part time (4-5 days per week), open to proposals  
Working days negotiable, preference for Tuesday - Fridays  
Salary: Salary range £30,000 - £34,000 p.a FTE, 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 Friday 8 September 2023

Interviews: Scheduled for Thursday 14 and Friday 15 September 2023

To apply, please visit:

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

You will need to download and complete our application form and diversity monitoring form, and return them to [jobs@ministryofstories.org](mailto:jobs@ministryofstories.org) by 9am Friday 8 September 2023.

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



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