

Job description

Job title: Trusts & Foundations Fundraiser

Reports to: Trusts and Foundations Manager

Salary: £35,000

Contract: Permanent, full time 35 hours per week (28 hours may be considered for the right applicant)

About us:

The Cardinal Hume Centre works to prevent and tackle youth and family homelessness. We:

- Provide a home with support for up to 39 young people
- Support children and families in housing or other need
- Offer housing and welfare rights advice to help people keep or find a stable home and to manage their money
- Advise and coach people to find work, learning or training
- Provide immigration advice to help people secure their legal right to remain in the UK to access homes, work and benefits.

Last year we supported 1,420 clients including 710 families and over 326 children and young people, aiming to break the cycle of homelessness and poverty from a young age. Our approach is personalised, acknowledging the unique complexities of each individual through six key services: residential; family support, legal advice, employment, education and immigration advocacy.

The Centre is based within five minutes' walk from Parliament but works in an area where homelessness in nearly all its forms has increased. Around 3,800 children from Westminster are housed in temporary accommodation. Around 30% of children live in poverty. Families face unaffordable housing costs, a challenging labour market and rising levels of crime.

With an annual income in the region of £4 million, the Centre currently employs around 65 dedicated members of staff and around 50 volunteers.

Team context:

The Fundraising and Communications Team is led by the Director of Fundraising and Communications who oversees an income budget of around £2.5m. This role reports to the Trust and Foundations Manager. 11 team members cover the income streams – Trusts & Foundations, Philanthropy, Corporate, Community, Individual Giving, Legacies with 1 Shop Manager and 1 Communications & Content Manager.

The current Trust and Foundations income target is £585,000, with ambitions to grow over the next couple of years.

About the role:

The overall purpose of this role is to maximize the income the Cardinal Hume Centre receives from trusts and foundations. Supported by Trusts and Foundations Manager and the Director of Fundraising, the Trust Fundraiser will contribute to the development and delivery of the Centre's fundraising strategy to achieve its organizational goals.

The Centre's current portfolio of trusts and foundations includes multi-year partnerships, regular annual gifts and one-off grants.

The Trusts Fundraiser will:

1. Build on the existing pipeline to drive new business development. Carry out prospect research to identify and pursue relationships to support the Centre's objectives.
2. Manage existing relationships, deepening engagement and longevity of relationships.

Accountabilities:

1. Contribute to the delivery of the six-figure trust income stream budget (£585k for 2025/26) through rigorous pipeline management.
2. Maintain excellent donor relations through timely reporting
3. Assist with trust engagement and fundraising activities including some evening work

Job description:

1. Manage the small trust pipeline – proactively seeking out new trust funding opportunities; submitting high quality applications on time; meeting reporting requirements; contributing to monthly management information and quarterly reforecasting.
2. Working collaboratively with the Trusts and Foundations Manager and staff from across the Cardinal Hume Centre to develop high quality funding applications and reports.
3. Maintain accurate records using the fundraising CRM system (Donorfy).
4. Collaborate with the Fundraising Team in the development of new fundraising campaigns and the programme of Stewardship communications.
5. Assist with fundraising events as required.

Person specification

Essential:

1. Excellent research skills - Able to identify suitable trusts and foundations aligned with the Cardinal Hume Centres' mission.
2. Prioritization: Knowing which funders to approach and when, based on deadlines, fit, and potential giving.
3. Excellent written skills – ability to craft compelling, clear, and tailored funding applications that align with a funder's priorities.
4. Attention to detail - ensuring accuracy, consistency, and professionalism in all applications reports and letters

5. Excellent relationship management – Able to build and maintain long-term relationships with funders through regular updates, reports, and letters; Able to foster supportive working relationships with fundraising colleagues and staff across the Cardinal Hume Centre
6. Able to reflect and evaluate past applications to improve future success
7. Able to successfully manage multiple simultaneous deadlines
8. Accurate record keeping
9. Strong IT and numeracy skills and an ability to use CRM Databases.
10. Personal attributes: resilience; initiative and integrity
11. Willingness to embrace new technologies
12. A commitment to the Centre's mission, values and behaviours; a strong belief in the value of every individual.

DESIRABLE:

1. Previous experience of working as a trust fundraiser
2. Experience of working in a charity or organisation working with vulnerable people
3. General knowledge and awareness of the issues around youth and family homelessness.
4. Experience of writing funding proposals and reports
5. Experience of managing a pipeline of opportunities and working to financial targets.
6. Experience of using Donorfy
7. Social media/digital marketing skills

Our people - we believe each person matters:

Our clients

Our clients guide everything we do. We're here to help children, families and young people experiencing or at risk of homelessness, or clients who have urgent needs that can be met at the Centre and not elsewhere.

We value every person; this is central to our work

We seek to develop trusting relationships with our clients. We rely on them to help us improve and develop our services so we include them wherever possible in our work.

Our staff and volunteers

Our staff and volunteers are diverse in their backgrounds, and their skills and experience. Many have lived experience of the challenges our clients face. We are proud of our warm welcome and our team's commitment to support people facing disadvantage to escape the cycle of poverty and homelessness.

The Centre's [website](#) has more about our work including our [approach](#), our [strategy](#) and our [values](#) and behaviours.