

Job description

Job title:	Trusts & Philanthropy Manager
Team:	Trusts & Philanthropy
Department:	Fundraising
Job location:	Andover or Home Based
Reports to:	Head of Trusts & Philanthropy

Overall purpose

Macular disease is the biggest cause of sight loss in the UK, with around 300 people diagnosed every day. The Macular Society is the only charity determined to beat the fear and isolation of macular disease with world class research, and the best advice and support.

To support people affected by macular disease now, the Macular Society provides a range of support, information and services. Our research programme is focused on finding new treatments and a cure to Beat Macular Disease forever.

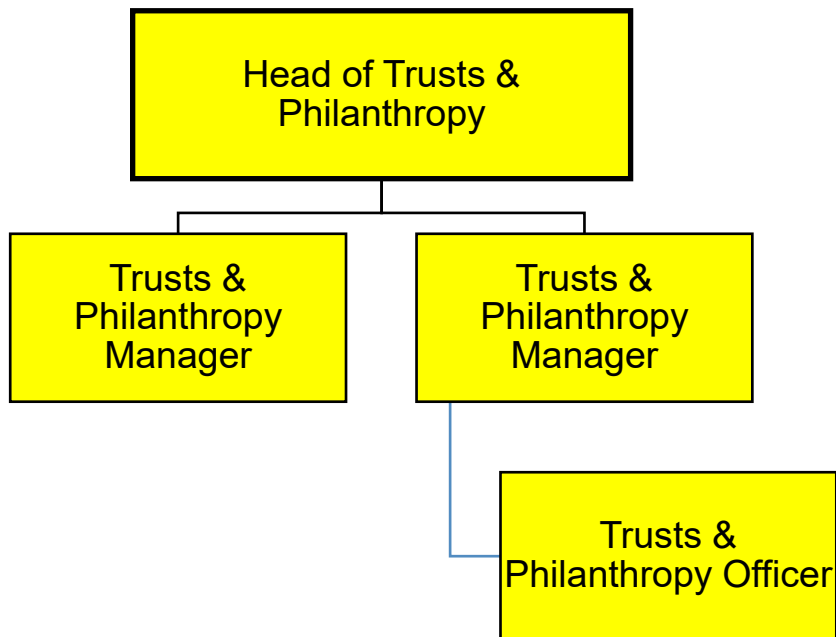
Role Overview

We are looking for a driven and experienced trust and philanthropy fundraiser to support us to grow income and beat macular disease.

This is an exciting opportunity to join a passionate and ambitious team. Working with a new Head of Trusts & Philanthropy, you will manage high value prospects and play a pivotal part in shaping our approach to trust and philanthropy strategy.

More than just a fundraising role, this is a unique opportunity to make a meaningful impact for people affected by macular disease.

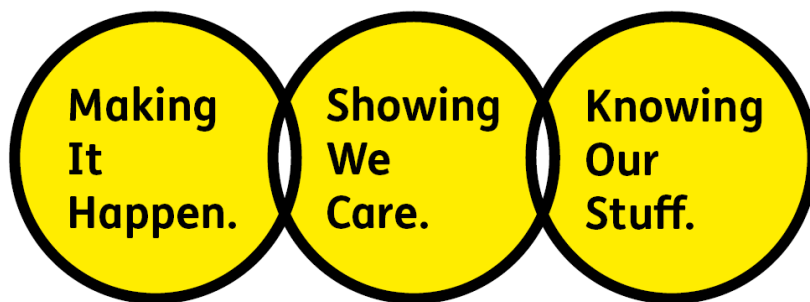
Organisational chart



The Trusts & Philanthropy Manager reports to the Head of Trusts & Philanthropy and line manages the Trusts & Philanthropy Officer.

Our values

We will beat macular disease by...



- Making It Happen - we are Ambitious
- Showing We Care - we are Supportive and Caring
- Knowing Our Stuff - we have Integrity and we act Honestly

About the role

Working as part of a passionate and ambitious team you will:

- Contribute to the development and implementation of plans to grow income from grant making trusts, major donors and statutory funders.
- Line manage the Trusts & Philanthropy Officer.
- Manage and develop a pipeline of trust and philanthropy prospects using our CRM (CARE), effectively moving donors through solicitation stages and fulfilling the pipeline with new prospects.
- Develop excellent and persuasive funder proposals, using accurate and impactful project information collected from relevant teams.
- Produce progress reports to meet funder requirements, meeting with relevant staff to get project and budget updates.
- Deliver exemplar and creative stewardship to donors, which responds to individual needs and inspires continued support.
- Support prospect research using fundraising research resources to identify and cultivate prospective funders.
- Ensure the CRM (CARE) is kept up to date, accurately recording communications with funders, coding income and logging actions.
- Support our digital transformation project, feeding back on trusts and philanthropy requirements to inform transition to a new CRM.
- Support the rest of the fundraising team when required with specific projects/events.
- Keep up to date with best practice in fundraising and comply with relevant legislation.

All our team members are expected to comply with Macular Society terms and conditions, rules, policies, procedures, codes of conduct, quality standards, authorisation processes, risk management policies and relevant external regulations.

About you

- You will be committed to equality, diversity and inclusion in all aspects of our work.
- Have an open and collaborative approach to work. Helping us to achieve our Knowing Our Stuff value by working with integrity and making informed decisions to support us to be the best we can be to beat macular disease.
- Be able to act with empathy, providing a caring, approachable and supportive environment for all – we Show We Care by listening to each other and working together.
- Be ambitious in your approach to help Make Things Happen, we are progressive yet supportive, and brave in our actions to make the progress that is needed to beat macular disease.
- Be happy to work in an organisation that puts those we support first, advocate for the Macular Society at all times, and be comfortable that all members of the team are part of our fundraising culture.

Specifically for this role you will have:

Knowing Our Stuff

- A successful track record in trusts fundraising including developing multi-year proposals for 5 and 6 figure gifts.
- An up-to-date knowledge of the trust fundraising landscape and a working knowledge of research sources and methodologies.
- Experience in effectively stewarding funder relationships.

Making It Happen

- Excellent writing skills for delivering inspiring proposals and reports to a deadline.
- Strong organisational and administrative skills and excellent attention to detail.

- Ability to work independently under own initiative and cooperatively as part of a team with colleagues at all levels.
- Ability to multitask and prioritise projects to meet deadlines.
- Strong IT skills including Word, Excel, PowerPoint, Outlook and experience of using a CRM.

Showing We Care

- Experience in developing and maintaining funding relationships that inspire repeat gifts.
- Excellent collaborative working skills, working with other teams to gather information for funding proposals.
- Knowledge of, or empathy with, issues related to sight loss.
- Commitment to high standards in all areas of work.

Volunteering

From time to time you may be asked to support / volunteer your time (TOIL available) at Macular Society events that take place outside of normal working hours.

Safeguarding

The Macular Society is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we work. We expect all of our employees and volunteers to demonstrate this commitment.

You are required to carry out other such duties as may reasonably be required, relevant to the role.

This job description is accurate as at the date shown below. In consultation with you it is liable to variation by the Macular Society to reflect or anticipate changes in or to the role.

Annual leave: 26 days plus bank holidays (pro rata for part time)

Based: Andover, Hybrid or Remote working options considered.

Contract Type: Permanent / Full time

Date of evaluation: October 2025