

**Job Title:** Trusts, Foundations & Corporates Manager

**Hours:** 35 hours per week

**Salary:** £35,000 per annum

**Department:** Income Generation Team

**Accountable to:** Head of Income Generation

**Location**: Remote (with office visits as and when required).

**About the Charity:**

Retina UK is a national charity that funds cutting edge research into inherited sight loss conditions and offers dedicated support and information to the thousands of people living with these conditions.

**Our values:**

These values represent how we behave and work together:

**Approachable:** We are respectful, caring, and considerate

**Honourable:** We are open, professional and act with integrity

**Collaborative:** We value all those who support us

**Ambitious:** We are innovative, passionate, and always do our best.

**Key responsibilities:**

* Secure funding from Trusts, Foundations and Corporates sources to meet annual income targets and key performance indicators.
* Maintain existing relationships with Trusts, Foundations and Corporates and deliver growth opportunities by identifying new funding opportunities and monitor external trends regularly.
* Secure Corporate sponsorship for key events and projects including our Annual and Professionals’ conferences, our upcoming gala dinner and our Look Forward magazines.
* Write compelling cases for support and proposals, refreshing our case studies, impact and messaging regularly.
* Schedule, write and submit donor reports as part of our requirements and stewardship.
* Work with the Communications Manager and Head of Income Generation to create relevant case studies, news stories and social media content relevant to Trusts, Foundations and Corporates.
* Identify and cultivate new Corporate prospects and ensure that our database is kept up to date.
* Lead an exemplary stewardship programme for existing Corporate supporters and sponsors, to maximise income and establish donor loyalty.
* Collaborate with other internal teams to engage colleagues on the importance of Trusts, Foundations and Corporates by sharing successes and ways for colleagues to support these areas.
* Regularly measure the success of our outreach with pharmaceutical companies and Corporate prospects.
* Attend relevant networking events to grow our presence in the Corporate space and maintain an engaging post-event stewardship with all new contacts.
* Research and prepare applications and presentations for Charity of the Year partnerships and grow this area year-on-year.
* Create high quality, inspiring proposals, pitches, copy and other material for new opportunities, ensuring that all communications are on brand.

**SPECIFICATION:**

**E = essential D = desirable**

**Skills & Experience**

**Minimum of 1 year working in a similar role E**

**Working in a small team D**

**Educated to ‘A’ level standard or commensurate experience E**

**IT literate and highly adept in the use of MS Office Suite E**

**Familiar with email and internet E**

**High standard of written and verbal English and grammar E**

**Database experience E**

**Personal Attributes**

**Confident, polite and cheerful telephone manner E**

**Quick learner able to act on initiative and in the absence of managers E**

**An eye for detail and a flair for organisation E**

**Ability to empathise with people with disabilities (particularly visual impairment) E**

**Able to manage a busy workload E**

**Commitment**

**Empathy with Retina UK’s aims and objectives E**

**Willing to live Retina UK’s values**  **E**