



### **Job Description**

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| <b>Name of Position:</b> | Head of Trusts, Foundations and Statutory                      |
| <b>Department:</b>       | Fundraising and Engagement                                     |
| <b>Reports to:</b>       | Global Director of Fundraising and Engagement                  |
| <b>Responsible for:</b>  | Trusts and Foundations Manager<br>Partnerships Funding Manager |
| <b>Location:</b>         | London, UK   |
| <b>Grade/Salary</b>      | £57,000 p/a  |
| <b>Duration:</b>         | Full-time, 12-month contract (maternity)                       |

Lumos is an international children's charity founded in 2005 by children's author J.K. Rowling to end the harmful practice of institutionalisation of children. Lumos' mission is to fight for every child's right to a family by transforming care systems around the world. Our vision is for all children to grow up in safe and loving families.

## **PURPOSE OF THE POSITION:**

The Head of Trusts, Foundations and Statutory (TFS) works in the Fundraising and Engagement Group, whose aim is to generate sustainable income for Lumos's mission and engage key audiences and partners. Within the wider Group, the role sits in our Global Fundraising team, an ambitious and friendly team overseeing income generation from: Trusts and Foundations, Statutory, Philanthropy, Corporate and Individual Giving from the UK and US offices.

The Head of TFS is responsible for overseeing Lumos' work with trusts, foundations, and statutory funders globally (excluding US), with a personal portfolio comprising £1m+ donors and prospects. In this role you will make a vital contribution to the team's objective to bring about transformative change for children by unlocking income and raising the profile of Lumos through strategic partnerships.

The Trusts and Foundations function has experienced exciting growth over the last three years; bringing on new strategic partnerships and growing income by 100%, to over £500,000. The team has ambitions to continue to grow this further over 2022, and this role will be instrumental in enabling the team to achieve even greater results for children.

The Head of TFS manages a Trusts and Foundations Manager, supporting them to deliver against ambitious income targets to further Lumos' work. The Head of TFS also manages the Partnerships Funding Manager and oversees the grant management function at Lumos, maintaining systems and processes and driving best practice on programme information management, proposal development and reporting. The postholder will also work with the Global Director of Fundraising



& Engagement on strategic planning, team and individual key performance indicators (KPIs), and high-priority team activities.

## FUNDAMENTAL OBJECTIVES OF THE POSITION:

### **Income generation:**

- Lead on and oversee all work with trust, foundation, and statutory donors (excluding US), managing a personal portfolio of current donors and prospects at the £1m+ level.
- Deliver against a robust new business strategy, including: strengthening a pipeline of prospective donors, successfully cultivating relationships and opportunities that fit with Lumos' strategic organisational goals, and securing new income and partnerships for Lumos.
- Provide outstanding relationship management and stewardship to high-value funders and external senior stakeholders, including board members and senior staff.
- Maintain a deep understanding of Lumos programmes and funding priorities to develop high quality proposals and secure sustainable and diverse income for Lumos.
- Utilise Salesforce and other tools to ensure excellent record keeping, data use and donor and performance analysis.

### **Strategy and leadership:**

- Lead the Trusts, Foundations and Statutory (TFS) team and strategy, including setting and implementing objectives and KPIs to motivate the team, achieve ambitious growth, and monitor and track progress.
- Develop annual strategic plans for TFS funding, based on a thorough analysis of opportunities and risks, and appropriate consultation with colleagues.
- Work with the Global Director of Fundraising & Engagement to complete regular financial monitoring and forecasting and contribute to investment business plans as needed.
- Oversee the Programme Funding Framework at Lumos, comprising grant and restricted funding management, proposal development, and project reporting systems and processes.
- Represent Fundraising & Engagement at a senior level on internal meetings, working groups and committees as needed.

### **Team management and development:**

- Line manage the Trusts and Foundations Manager and Partnerships Funding Manager. Provide support, leadership and direction for line reports and share best practice to achieve agreed objectives and targets.
- Maintain positive working relationships across the organisation, particularly with marketing and communications colleagues, programme and technical teams (including in-country staff) and finance colleagues.



## CANDIDATE SPECIFICATIONS:

| Knowledge and Skills   |           |           |
|--|-----------|-----------|
|  | Essential | Desirable |
| Excellent understanding of fundraising from trusts and foundations and statutory donors, including proposal and bid development, donor requirements, and compliance.                     | ✓         |           |
| Exceptional written and verbal communication skills, including presenting complex information in an engaging way to a variety of audiences to win support.                               | ✓         |           |
| Excellent interpersonal and negotiation skills with the ability to represent the organisation at a senior level and manage a broad range of internal and external stakeholders.          | ✓         |           |
| Strong strategic planning and financial management skills, including budgeting, forecasting, risk analysis, strategy development and KPI and performance management.                     | ✓         |           |
| Outstanding organisational and record keeping skills with the ability to manage conflicting demands and priorities and meet deadlines.   | ✓         |           |
| Excellent resilience and flexibility with the ability to remain positive, solutions focused and to learn from setbacks.  |           |           |
| Enthusiastic, collaborative and results driven with strong initiative and ability to focus on work that will have the greatest impact for Lumos' partnerships and work.                  | ✓         |           |
| Awareness of the trends and influences in the fundraising environment – in the UK and Europe particularly.   | ✓         |           |
| A strong working knowledge of Microsoft Office (Outlook, Excel, Word, and PowerPoint) and Salesforce or similar CRM tools.   | ✓         |           |
| A solid understanding of international development programmes, their design and delivery, and project management tools and techniques.   |           | ✓         |
| An understanding of child rights and the care reform sector.   |           | ✓         |
| Experience   |           |           |
|  | Essential | Desirable |
| A proven track record in securing high level funding (six and seven figure gifts) from trust, foundation, and statutory donors, including through face-to-face pitches and negotiations. | ✓         |           |
| Demonstrable experience of developing and managing excellent relationships with strategic level trust, foundations, and statutory donors.  | ✓         |           |
| A proven track record in providing insight on donor cultivation and proposal development to deliver against income targets, whilst meeting the needs and demands of the organisation.    | ✓         |           |



|  |   |   |
|--|---|---|
| Strong experience of managing, motivating, and developing teams to deliver against objectives.   | ✓ |   |
| High degree of experience working effectively cross-organisationally and with senior internal colleagues, including CEO, Executive Leadership Team and Trustees. | ✓ |   |
| Strong experience in budget building and management, including monitoring and forecasting.   | ✓ |   |
| Extensive experience of setting up, maintaining, and monitoring systems to improve performance in fundraising and grant management.                              |   | ✓ |
| Experience of thriving in a dynamic, fast-paced environment or organisation.   |   | ✓ |

## BACKGROUND:

Despite clear evidence of the harms of institutionalisation, an estimated 5.4 million children worldwide continue to live in institutions. Separated from their families and communities, these children are deprived of the love, attention, and opportunities they need to thrive. We've made important progress in closing harmful institutions and reuniting children with their families. And where children are unable to live with their birth families, we promote alternative family-based care, such as kinship care and quality foster care. Thanks to our tireless efforts alongside many other champions of care reform, the harms of institutionalisation are now more widely understood. A global movement is underway and the UN, the EU and some large development agencies have joined individual countries in pledging to change how they care for vulnerable children. We are committed to ensuring that global policy commitments are translated into local action, leading to sustainable change for vulnerable children.

Over the past 15 years Lumos has worked directly in different countries around the world to demonstrate that it is possible to change systems of care and fulfil children's rights. Building on our heritage and direct experience of systems reform, our new strategy focuses on sharing learning with others to reach more children and amplify the impacts of our work on children's lives. Our new strategy has three priorities:

**Building Global Expertise:** We'll use our knowledge and experience to support those responsible for reforming care systems in their own countries. This will include providing technical support, evidence, and guidance to help design and run better care systems, as well as learning exchanges where they can share experiences and challenges.

**Catalysing Change:** we'll use evidence to motivate and press governments to reform the way they care for children. This will involve leading targeted research and advocacy campaigns to identify and tackle the drivers of institutionalisation, promoting accountability by tracking and highlighting progress, and influencing international funding, programmes, and policy.



**Demonstrating & Innovating:** Building on our heritage of successful programmes showing how care systems can be reformed, we'll use what we've learnt in the past to support partners with their own reform efforts. Over the next two years, as we complete our current country demonstration work in Eastern Europe, we'll identify programmes in new regions – building expertise and evidence of what good care reform looks like in new and challenging contexts, particularly for those children that typically get left behind.

### **Safeguarding statement (G6/G7/G8)**

Lumos recognises that the rights of safety and security are aligned with its core mission of ending institutionalisation. Effective and robust safeguarding sit at the heart of our mission and values, and accordingly, Lumos is committed to ensuring the safety and protection of children and vulnerable adults in all its work. We expect all staff, associates and volunteers to share this commitment. Lumos will carefully screen all applicants and any offers of employment are subject to appropriate employment and background checks, as well as suitable references from previous employers.

Lumos is committed to ensuring the safety and protection of children and adults at risk in all of our work. All staff and associates must:

- Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility;
- Ensure work complies with all safeguarding policies and procedures that apply to the role; and
- Ensure that their behaviours and actions support the safeguarding of children, young people, and adults at risk as appropriate.

Additionally, the Head of Trusts, Foundations and Statutory is expected to:

- Ensure organisational safeguarding strategies reflect statutory requirements and best practice;
- Ensure these are understood and implemented within the area of responsibility;
- Create a proactive and positive Safeguarding Culture;
- Ensure that the organisation meets its statutory Safeguarding requirements; and
- Ensure that strategic risks are effectively managed.

### **EDI Statement**

Lumos is wholly committed to equality, diversity, and inclusion and against all forms of discrimination.

We are committed to creating and sustaining a positive working environment that encourages, supports, and gives a voice to all, so that we can best support the children we serve. We must



ensure that all staff are equally valued, included, empowered, and respected across the organisation and in everything we do.

Lumos is fundamentally built on diverse, multi-national and multi-cultural teams. This is something we cherish as a key strength and an integral part of our identity. Our organisation values and celebrates the diversity, culture, and experience of each member of staff, provides equality of care and support to everyone.

We pledge to listen carefully, to educate ourselves continually, to promote open dialogue, and to seek out and deal with discrimination and prejudice wherever it occurs in Lumos.