



Trusts and Foundations Manager

Applicant information pack





JOB TITLE: Trusts and Foundations Manager

REPORTS TO: Head of Fundraising and Communications

HOURS OF WORK: Full time, 35 hours per week. Some flexibility around working hours.

LOCATION: Edinburgh but currently working from home until safe to return to office environment

SALARY: Circa £32,000 - £37,000
(depending on skills and experience)





Kids Operating Room (KidsOR)

We believe in a world where every child has equal access to safe surgery.

That doesn't seem like such a big ask. Every child has a right to life and that shouldn't be taken away by an injury or illness that can be easily fixed. Children who battle cancer and undergo chemotherapy shouldn't get to the end of that process only to be denied the surgery that will offer them the chance of survival. Children who break an arm or a leg shouldn't live the rest of their lives in disability.

Babies who need simple procedures in the first hours of life shouldn't be left to die, and children born with urological conditions shouldn't be denied an education because they can't access the simple operation they need.

Our vision is for a world where every child is treated equally.

Our mission is to support local doctors, through the provision of training and infrastructure, to ensure they can use their incredible talents to care for their nation's children. The number of children we need to reach is overwhelming. They urgently need our help.

Our mission

- Provide dedicated, specialist facilities and equipment for children's surgery in low-resource settings
- Support existing surgical teams to deliver safe surgery for children
- Monitor, collate and understand our impact on surgical outcomes
- Advocate on the global plight of children denied access to safe surgery



What we do

KidsOR is a UK-based charity that works with partner hospitals in low- and middle-income countries to develop high-quality, safe surgical services for children.

We work closely with regional Surgical Colleges, the Global Initiative for Children's Surgery, partner NGOs and national Departments of Health to identify where the existing and/or training children's surgeons are. We then work with those people and their teams to ensure they have all the equipment they need to properly care for local children.

We also provide scholarships for children's surgery, helping strengthen local workforces and, in some countries, helping develop the first-ever children's surgeons.

Understanding our impact

We are proud to partner with University California San Francisco, which carries out independent assessments of our units. In partnership with the local hospitals, we record every single operation and look at the wider impact on the child and family.

In refugee settings, we work with the University of Oxford to monitor and evaluate the impact of providing local care to displaced populations.

This allows us to assess the real impact of providing safe surgical services and also the true geographic reach of that impact.

It also allows KidsOR to look at the economic benefit to a country or region of having high-quality surgical services for children.



How we work

Our co-founders, Garreth and Nicola Wood, are actively involved in supporting our charitable activities and are part of our Trustee board, which provide ongoing governance and guidance.

Garreth and Nicola founded Kids Operating Room with the vision of 'A world where every child has equal access to safe surgery.' They firmly believe that access to surgery is a basic human right and that every child should receive urgent healthcare when they need it.

Our CEO, David Cunningham, is a global leader in developing charitable programs for children's health and has provided leadership to healthcare projects in the UK and across the world. David is a highly regarded charity regulation expert and is a board member of the UK Fundraising Regulator and a member of the regulator's Standards Committee.

Day-to-day operational activities are split between three directors who manage teams based in Nairobi, Dundee (our Global Operations base) and Edinburgh where our administrative office is located.

The Head of Fundraising and Communications role will report to the Director of UK Operations and Finance, and will be based in the Edinburgh office.

Our benefits

We have a range of employee benefits including:

- A flexible, friendly work environment
- Company contribution pension scheme
- Free health insurance upon completion of probation period
- Sector-leading policies for those on maternity and parental leave
- Death in service benefit
- An extra day of annual leave on your birthday
- Global travel opportunities



Our commitment to inclusion

Everyone benefits when people can bring their whole selves to work. Whether you're a volunteer, a prospective employee or a full-time member of staff, at KidsOR we want you to feel involved in all aspects of our work and to have amazing opportunities during your time with us – regardless of your background.

We're working hard to build a KidsOR team that reflects the communities we serve – we know diversity makes us stronger as an organisation and more effective in what we do.

We welcome people regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you're pregnant or on family leave.

About the role

Our founders and a small number of strategic partners have historically funded a substantial amount of our work.

However, as we now look to grow our impact, We are looking for an experienced and passionate fundraiser to lead and grow KidsOR's trusts and foundations programme.

The role will devise and implement a trust and foundation strategy to identify Scottish, UK and international grant-makers to meet agreed annual and long-term financial targets. Acting as an external face of the charity, you will lead the identification and cultivation of funders.

Working closely with KidsOR colleagues you will develop compelling and strategic funding propositions that attract significant grant funding. The role will involve high quality stewardship of all trust and foundation donors to build long term partnerships.



Purpose of the Role

- For every pound we spend, 95p is spent on our charitable activities with the remaining 5p going towards our administrative costs and raising the next £1.
- The Fundraising team, which this role will be a part of, will work with individuals, trusts, institutions and organisations to raise and secure vital funds for KidsOR.
- Whilst initially this role will not have line management responsibility we anticipate as the fundraising team grows to meet ambitious targets, the trust and foundation team will grow, under the leadership of this key role.
- The successful candidate will bring significant experience from a similar role and will be well positioned to participate in a high-quality team capable of achieving our fundraising and communications targets.



Key tasks and responsibilities

- Devise and implement a fundraising plan to achieve financial targets for trust and foundation fundraising
- Personally manage and develop a 'portfolio' of prospective trusts and foundations, alongside existing supporters, to build a positive understanding of Kids OR's work, whilst developing relationships with Grants Officers and Trustees
- Identify, research and develop effective prospect engagement plans to cultivate new trust prospects for KidsOR
- Write and design bespoke proposals, applications, cases for support and fundraising materials aimed at trusts and foundations in order to generate significant funding
- Make timely and relevant grant applications to trusts and foundations, assimilating information from a variety of sources
- Ensure the effective stewardship of gifts including tracking current grants and maintaining systems for timely and effective reporting, and re-applying for renewed support
- Monitor and horizon-scan to maintain an up-to-date awareness of grant-making and philanthropic trends and fundraising best practice
- Capture and effectively record approaches, meetings, contacts, correspondence and contracts, maintaining both paper and database records
- Work with other members of the fundraising and communications team to maximise opportunities for philanthropic support for KidsOR



Person specification

Experience

- Experience of fundraising from trusts and foundations
- A proven track record of success in managing and achieving ambitious income targets
- Previous experience in managing key/high-value external relationships
- Experience of developing and writing high quality external funding applications and letters
- Extensive research experience

Skills

- Excellent knowledge UK and International trust and foundations market
- Excellent organisational skills, including ability to work systematically to deadlines, prioritise to effectively manage workload
- Excellent communication skills: presenting complex information clearly, concisely and persuasively; and tailoring style and content to a range of audiences
- Ability to absorb, filter and re-present information for a new audience
- IT skills, word processing, databases (preferably Raisers Edge) and spreadsheets
- Strong analytical and creative problem-solving skills



Personal qualities

- A positive attitude of perseverance and adaptation
- Professional and friendly approach
- Proven leadership skills
- Proactive attitude, with drive and enthusiasm to carry projects to conclusion
- Ability to initiate and develop relationships with a variety of different people
- Excellent problem solving skills and mature judgement
- Flexible and adaptable to meet needs of the post
- Educated to degree level
- IOF qualifications (preferred)

How to apply

Please send a CV and covering letter to: niamh@gracemaypeople.com

@KidsOperating



@KidsOperatingRoom



@KidsOR



Kids Operating Room



kidsor.org

KidsOR
surgery for children