

Senior Trusts & Foundations Manager

Reporting to: Head of Development

Liaison with: All members of staff, Development Board, Members, Supporters and wider community

Contract Period: Full-time, permanent

Salary Range: £37,000-£45,000 depending on experience

Usual working hours: 9.30am – 5.30pm

Location: The normal place of work is South Kensington, London. The post-holder will need to attend the office in person for at least 2 days a week including our all-staff day, which is currently Tuesday each week.

Start Date: Immediate

We will be assessing applications on a rolling basis. The closing date and time for applications is 9am, Friday 27th February 2026. We reserve the right to close applications prior to the closing date if we receive elevated levels of interest and/or secure a successful applicant for the role.

Full details on how to apply can be found on page 6 of this document.

Overview

Our Senior Trusts & Foundations Manager is primarily responsible for managing and generating income from our Trusts & Foundations portfolio (including Corporate Foundations). They identify new prospects, write compelling and persuasive proposals to secure significant gifts, actively develop relationships with key internal and external stakeholders and provide brilliant stewardship.

We are looking for someone who has a sound understanding of T&F fundraising. You'll have a strong track record of nurturing relationships, securing multi-year and five-figure+ gifts, and a genuine passion for youth development. You are a creative problem solver with the ability to work independently and take ownership of projects - ensuring they run smoothly and effectively.

We welcome applications from Individuals returning to work, looking to change sectors or to apply their skills in a new context. British Exploring Society is committed to equal opportunity and to building a team that represents a diverse variety of backgrounds, skills and perspectives. The more inclusive we are, the better we think we'll be at delivering our charitable aims. We are an equal opportunities employer and do not discriminate on the grounds of gender identity, sexual orientation, marital or civil partnership status, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

About Us

British Exploring Society is a world class youth development charity with a unique heritage, founded on the belief that challenging experiences can define lives, empowering and equipping young people with the courage, integrity, skills, resilience, and

motivation to make the most of their future. We prepare young people for adventures and expeditions virtually, and to remote locations in the UK and overseas where they face challenges, gain skills, and learn about themselves - as well as acquiring knowledge relevant to their lives and to the environments that they explore.

The Role - main responsibilities & accountabilities

Prospecting

- Develop a robust and sustainable T&F pipeline.
- Research, identify and qualify prospective T&F's whose priorities align with British Exploring Society's.

Income Generation

- Support the Head of Development in setting annual and multi-year income targets and KPI's for T&F's.
- Work closely with internal teams to develop compelling cases for support, outcomes frameworks and budgets.
- Lead on the preparation and submission of high-quality funding proposals, expressions of interest and concept note.
- Actively manage the existing T&F pipeline, building relationships with funders and secure significant funding to support our Wild Pathways (unrestricted and restricted).
- Manage all aspects of funder stewardship, including reports, event invitations, updates, relationship building and retention strategies.

Stakeholder Management

- Act as the primary relationship manager for all T&F's, ensuring professional, proactive and responsive engagement.
- Build strong internal relationships to ensure proposals are accurate, impactful and aligned with our Wild Pathways.
- Manage relationships with trustee and Development Board members to support their fundraising and network management.
- Support the CEO, SLT, and Development Board, where appropriate, in funder meetings and strategic conversations.
- Work collaboratively with colleagues to ensure consistent messaging, brand guidelines are followed and effective use of impact data.

Governance, compliance and reporting

- Ensure all applications and grants comply with funder requirements, charity law and British Exploring Society policies.
- Maintain excellent record keeping, updating our CRM system (Podio) with all funder interactions, applications, donations and outcomes.
- Maintain up-to-date knowledge of charitable funding trends, compliance requirements and best practice.
- Support audit and evaluation processes related to restricted funding alongside the Finance team.
- Oversee the dedicated Development inbox and promptly respond to ad hoc queries.

Other Duties

- Provide planning and delivery support for virtual/in-person events – including pre/post event briefings.
- Represent the charity at external events in a professional manner.
- Adhere to the charity’s policies, procedures and working practices.
- Undertake other tasks as delegated by the Head of Development as necessary for the post.
- Following full induction, the post holder will participate in the team rota as a Duty Officer during periods when the charity is running a 24-hour support service.

The responsibilities listed are not exhaustive and this job description may be subject to change as the role evolves over time.

This role is dependent on satisfactory receipt of references and an enhanced DBS check. British Exploring Society is unable to sponsor work visas.

Person Specification

Skills, Knowledge, Competencies and Understanding	Why we need these
Proven ability in T&F proposal and report writing	As a Trust fundraiser your creativity, excellent written and verbal communications skills will ensure consistency in tone and strategic messaging. You'll have experience of crating applications that move people to donate. Your report writing style will be factual but engaging in tone.
Experience in setting and achieving financial goals and meeting deadlines	Fundraising targets will be attached to the role, and you'll be responsible for generating income from T&F's. You'll need to understand audience motivations and use these insights to help inform future fundraising targets.
Involvement in co-ordinating and managing virtual and in-person events	Events are key to our supporter journey strategy and give members of our community the opportunity to hear directly from us, and us from them. You'll be involved, to varying degrees, in the design, planning and delivery of these events.
Excellent interpersonal and communication skills; written and verbal	The role involves communication with a wide and varied audience through different mediums, from taking calls to factual reporting, writing informative and engaging copy, presenting, making the 'ask' and securing additional funds from supporters.
Ability to identify/profile/analyse the interests and motivations of stakeholder groups	Developing our relationship with our diverse T&F's and wider stakeholder community to engage them more actively and support more donations will require insight and targeted communications.

and tailor activity with them accordingly	
Skilled in building positive relationships across a diverse group of people	You will manage relationships with a varied community, often acting as first point of contact and responding to any questions or queries. A significant part of the role is communicating and building relationships with staff, our Development Board, and our Trustees. Being able to communicate effectively is pivotal to the role to ensure positive outcomes to what we do.
Ability to work well and with good humour under pressure	As a team we work to several, sometimes tight, deadlines and with conflicting priorities. You'll be agile enough to adapt quickly and positively to changes.
Ability to adapt and effectively manage a challenging and varied workload	We're a small team and occasionally we have to respond and flex quickly to a broad and fluctuating range of different tasks throughout the year, all with ever changing priorities
Accuracy and attention to detail	This is critical for tasks such as managing T&F records, writing communications, briefs & prospect profiles, proof-reading material etc.
Strong administration and organisational skills	A significant part of the role is administrative and working across databases and platforms on multiple tasks requires solid organisational skills, and much of the tasks will be administrative in nature.
IT proficiency including office suites	Much of the planning and information sharing methods we utilise consist of a combination of MS Office and Google programs, so a proficiency of these programs or a quick ability to learn them is essential.
English and Maths to at least GCSE or equivalent level	You'll be numerate and able to interpret budgets, data and trends that will then inform future asks. You'll also use this knowledge to write effective communications.
Knowledge of the Code of Fundraising Practise and the General Data Protection Regulation (GDPR)	You'll be managing data and collaborating on appeals and events; it is imperative that all our activity is compliant with current legislation.
Understanding of youth development and a belief in the opportunities for positive change that expeditions & outdoor education provide for all young people	We are a youth development charity whose objective is to enable young people to move beyond the limits of what they – and society – thought possible. You will be working with people who have experienced our programmes and must be able to empathise with their journeys with us.

Core Values	How Core Values are demonstrated in this role
Courage	<ul style="list-style-type: none"> High levels of integrity and sound judgement.

	<ul style="list-style-type: none"> • Creative - able to propose ask's and tactics to support your work without fear of rejection. • Fundraising and cultivation are tough. You deal with setbacks well and are buoyant in the face of ongoing difficulties. • Your job will require you to instigate engagement to many people. You can do this with pleasure and can cope when your invitation to engage isn't received as you wish.
Self-belief	<ul style="list-style-type: none"> • To achieve your goals, you will need the help of others, so you will be good at asking for assistance, continuing to press for it, and at acknowledging potentially competing priorities. • Working with stakeholders at every level – you will be confident to communicate with them all. • You will be good at staying focused on work which delivers the goals you have agreed, and at politely deflecting tasks - however enjoyable - which could distract you.
Challenge	<ul style="list-style-type: none"> • Open, honest & hard working. Flexible & adaptable and able to respond to a dynamically changing situation. • You will have a focus on confidentiality and accuracy – on high quality data management. • You'll work effectively and with good humour under pressure and be motivated by your targets. • You will be comfortable and confident enough to cope with very varied responses from funders and able to cope well with knock-backs. • You will be happy to adapt your working practices – including working outside normal office hours and in other locations – to meet your goals.
Community	<ul style="list-style-type: none"> • Approachable and supportive. • You will be confident communicating with a wide range of stakeholders in person, in writing, and via phone and on-screen. • You will enjoy cultivating and caring for relationships with a wide range of supporters, often as their main point of contact. • You will be adept at enlisting the support of others, with sensitivity, in order to engage potential new supporters. • You will act as a champion for funders within the charity.

Working Practices

- Normal working hours are Monday to Friday 09.30 – 17.30. Additional, occasional evening and weekend working is expected as part of this role, including 'on call' duties.
- Full-time staff are entitled to 23 days' paid holiday per holiday year in addition to normal English Bank and Public holidays.
- Birthdays are given as leave days following completion of probation. Additional leave days are awarded for long service.
- Staff have access to Royal Geographical Society events as corporate members.
- Staff and their families are offered a range of confidential pastoral support

services.

- We run a cycle-to-work scheme. There are showers on-site at our offices.

How to Apply

We will be assessing applications on a rolling basis.

The closing date and time for applications is **9am, Friday 27th February 2026**.

We reserve the right to close applications prior to the closing date if we receive elevated levels of interest and/or secure a successful applicant for the role.

- Please send an up-to-date CV including your contact details to rebeccam@britishexploring.org. In addition to your CV, please select two of our Values (see below) and write how you have demonstrated those Values in your professional life in no more than 300 words in total. We request that you do not use AI tools – we are most interested in hearing from you in your own voice.

Core Values	How Core Values appear as characteristic, behaviour or competency
Courage	Tackles new tasks, can embrace difficult decision-making and conversations, and supports others to do the same.
Self-belief	Is resilient, responds well to knock-backs, likes opportunities to learn from mistakes.
Challenge	Has a can-do attitude, gets hands-on as needed, thrives in an entrepreneurial small team.
Community	Is an authentic, mature communicator who values a wide range of stakeholders equally

- We will contact suitable candidates to arrange a 10min call with our Head of Development.
- Some candidates will then be invited for interview in person at our offices in South Kensington on Thursday 16th March.

If you are interested in applying and require any accessibility adjustments to the application process, please do let us know when you apply. Thank you.

If you are not invited for an interview, we will contact you by email to let you know. Unfortunately, we will not be able to offer feedback to candidates not invited to in-person interview.

Thank you for your interest in this role and in British Exploring Society.