

IntoUniversity

Fundraising Manager
(Trusts and Foundations)

July 2026

IntoUniversity 



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive Officer
& Co-Founder

My name is Rachel Carr and I am one of the founders of IntoUniversity and its current CEO.

We're an award-winning charity running local learning centres in the heart of the communities where the young people we support live. Our centres provide a high-impact education programme which includes practical learning support, pastoral care, and motivational and confidence-building activities for young people aged 7-18. Our aim is to enable students from the least advantaged neighbourhoods to realise their ambitions and achieve their wonderful potential.

As the UK's leading university access organisation, our staff team is helping over 60,000 young people each year at its 46 learning centres across England and Scotland, and we plan to scale-up our provision over the coming years.

We are looking for a Fundraising Manager (Trusts and Foundations) to join our high-performing and talented fundraising team, all of whom have a **genuine passion and enthusiasm** for our mission to support young people achieve their ambitions.

You will be working with a diverse range of supporters - from family trusts through to major grant-giving foundations. You will have the opportunity to play a key role **in managing and stewarding our current partnerships, and securing new supporters** in order to meet and exceed our ambitious fundraising targets.

This is a varied and exciting role, ranging from rolling your sleeves up to meet a tight deadline, completing a bid for a major new funding opportunity, through to **leading and inspiring team members to meet our strategic goals**.

As a charity with social mobility as its core objective, IntoUniversity is wholly committed to equality of opportunity. We work with children and young people from a diverse range of backgrounds, and we believe that our staff team should be similarly diverse and representative.

The more inclusive we are, the better our work will be, and we recognise that we have much more to do in this regard. We are committed to building a culture where students, staff and volunteers are valued for the unique people they are. We therefore encourage applications from candidates from as wide a range as possible of ethnic, cultural and social backgrounds. In particular, we actively and warmly welcome applications from Black, Asian and minority ethnic candidates, male candidates and candidates with a disability as they are currently under-represented within IntoUniversity.

If you believe that all young people deserve the chance to develop their talents regardless of their background and want to play a part in helping them succeed, then we would be delighted to hear from you.

Thank you very much for your interest and I look forward to receiving your application.

A handwritten signature in black ink that reads "Rachel Carr".

About Us

IntoUniversity provides local learning centres where young people are inspired to achieve.

At each local centre, **IntoUniversity** offers an innovative programme that supports young people from disadvantaged neighbourhoods to attain their chosen aspiration, including further and higher education, employment and work-based training.

Our mission is to provide local support that can break cycles of disadvantage and open up new opportunities for young people. We believe in the talent of every young person, and do not limit our support to those young people who have been labelled 'bright' or 'gifted'. We believe that, with support, every young person can progress to an excellent post-school destination and we are committed to helping them on this journey.

Our network has grown to 46 centres across England and Scotland – from Newcastle to Norwich and East Ham to Edinburgh – supporting over 60,000 young people each year. But each centre is just like our very first: a local hub for young people, based on their doorsteps.



The role at a glance

IntoUniversity 



The role at a glance

Contract

Full-time, permanent

Start date

September 2026 (or as agreed with candidate)

Working hours

09:00 to 17:30, Monday to Friday.

We are a delivery organisation providing frontline educational services for young people. Our Head Office team is based on the site of our North Kensington centre in West London. We are an organisation with team members at different stages of their career, including many in their first roles: we are committed to nurturing talent and providing a developmental culture for all. Our Head Office team typically works in-person 4 days per week with 1 day from home.

The in-person time will mainly be in the office with other members of the team, but will also include regularly attending meetings at other locations - for example, hosting fundraising visits at **Into**University centres.

Salary

£43,000 - £48,000 (including £2,800 London contribution)
Depending on experience

Location

IntoUniversity Head Office, 95 Sirdar Road, London W11 4EQ

Annual leave

33 days (inc bank & public holidays)
+ 3 closure days (two in December and one in July)
+ additional length of service entitlement
(one day per year of service, up to 5 days)

Key Dates

Application deadline

9:00am Tuesday
21st July 2026

Interview Day (in-person)

28th and 29th July
2026

If you are not available on the interview date above please do still apply!

There will be the opportunity to let us know this on your application and if you are invited to interview we will endeavour to make alternative arrangements.



INTOUNIVERSITY |

FUNDRAISING MANAGER (TRUSTS AND FOUNDATIONS)

Please contact
jobs@intouniversity.org for
more information

Staff Benefits

You can read more about our benefits [here](#).



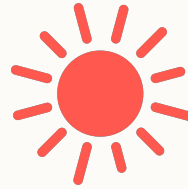
Employer pension contributions

We provide competitive pension contributions of 6% (and up to 8% after two years).



Early finish Fridays

Year round 'early finish' Fridays at 4.30pm to kick start the weekend.



Summer working hours

Summer working hours with 1pm finishes on Fridays for six weeks (pro-rated for staff joining after January in the same year)



Wellbeing support

Online wellbeing workshops, a confidential 24/7 helpline through our Employee Assistance Programme and corporate eyecare scheme



Life assurance

Life Assurance scheme with Aviva including SmartHealth service with access to 24/7 online GP appointments



Cycle to Work and Travelcard Loan Scheme

Loans to support the purchase of cycling equipment and annual travelcards



Family friendly policies & work life balance

Enhanced maternity, paternity, adoption, and shared parental leave alongside compassionate and time off for dependants leave



Employee experience

Staff networks, employee forums and bi-annual whole team events



Training & development opportunities

Including one personal CPD day a year and an annual Staff Conference.



New starter loans

Interest-free new starter loans of up to £1,000



Sabbatical Leave

Opportunity to apply for sabbatical leave after two years of service (conditions apply)

The main duties of the role



What will my main duties be?

To play a lead role, working closely with our Director of Development and Head of Partnerships, in managing IntoUniversity's stewardship of current trusts and foundations and developing and cultivating new supporters, through:

- Managing a portfolio of trust and foundation partners with a focus on exceptional stewardship, and maintaining and building strong relationships to maximise engagement
- Managing a prospect pipeline of potential new funders and supporters, including creating development plans and working with Senior Management and Trustees to engage them
- Identifying, researching and securing new funding opportunities from charitable trusts and foundations
- Developing, writing and submitting persuasive funding applications and grant proposals, tailored to funder priorities and requirements, and aligned with organisational programmes, impact outcomes, and case for support
- Coordinating and creating high-quality and engaging reports for our supporters
- Organising and running effective engagement opportunities with current and prospective donors, including attending IntoUniversity centre visits, meetings, preparing briefings for senior staff and trustees, and supporting with fundraising events
- Providing oversight of team objectives and deliverables, and working with senior colleagues to build and maintain relationships with key supporters

- Preparing high-quality presentations and other fundraising materials as needed, working with colleagues such as our finance team to gather budgets, costings and financial data for applications and reports
- Monitoring and evaluating fundraising progress, and providing regular updates on fundraising for senior leadership
- Maintaining accurate and comprehensive records on our database and income reporting systems
- Line managing members of the team, supporting them to develop and thrive
- Generating a positive and inclusive working environment and ethos and ensuring that the team are well motivated, are managing their workloads effectively, and are working to high quality

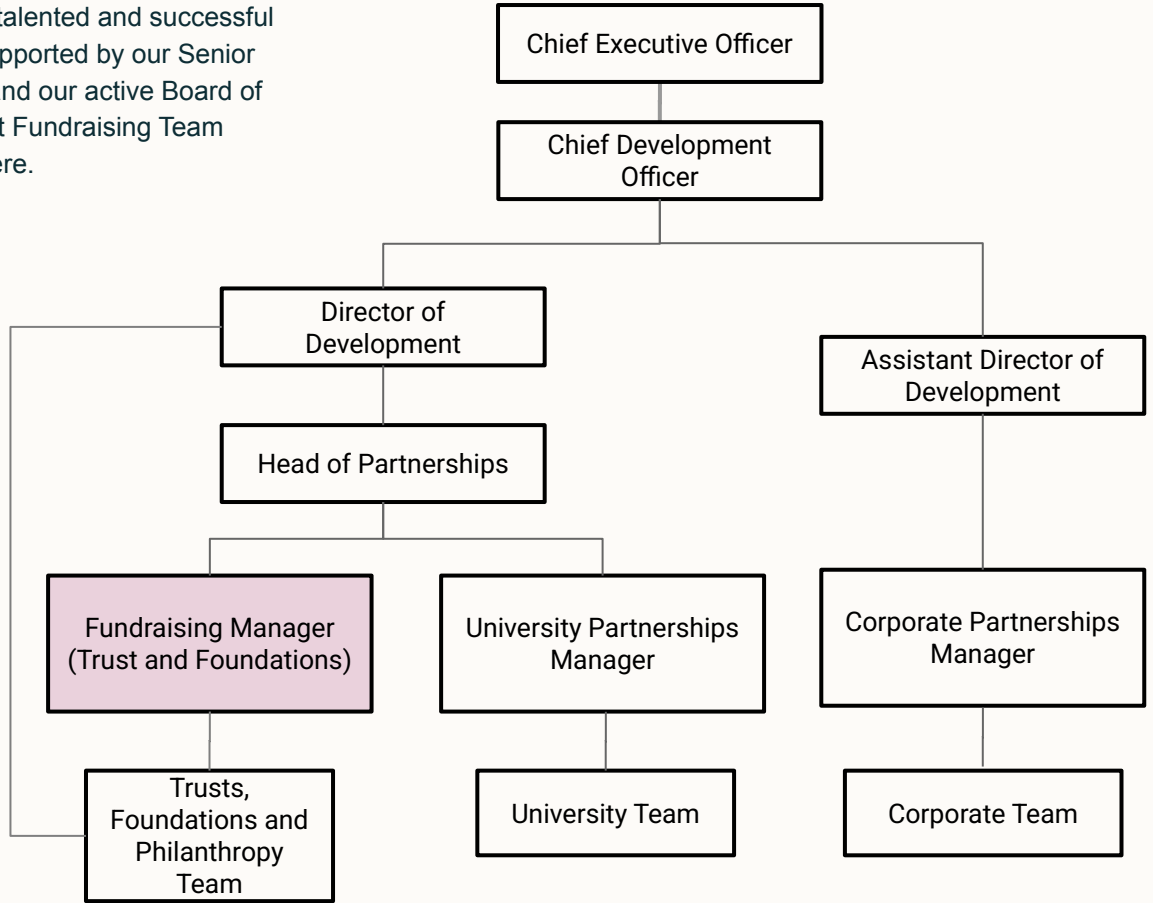
To support the successful operations of the charity by:

- Representing the charity at external events and acting as an ambassador for our work
- Maintaining the ethos and values of the charity and positively promoting the work and activities of the charity at all times
- Undertaking any task that may be requested from time to time that may be consistent with the nature and scope of this post
- Championing diversity and inclusion in your role at all times, referring to the Diversity and Inclusion Staff Responsibilities

Team structure

Fundraising team structure

We currently have a talented and successful Fundraising Team supported by our Senior Management Team and our active Board of Trustees. The current Fundraising Team structure is shown here.



Who are we
looking for?



Eligibility for the role

We are looking for a candidate who has **demonstrable experience in successful fundraising, particularly in trusts and foundations**, and is excited by the challenge of joining a team with a strong track record in securing income across our trust, foundation and individual supporters.

You will:

- Be highly skilled and experienced at **successfully designing and delivering all aspects of income-generation plans**, including a personal track record in raising grants/donations of five and six figures, and in managing fundraising growth
- Have substantial experience of **writing high-quality trust and foundation applications**, with strong attention to detail, and the ability to use evidence of the charity's impact to make compelling funding propositions
- Have experience of the full fundraising cycle from prospect research and application through to reporting, stewardship and renewal
- Have experience of producing tailored **high-quality reports** for partners which demonstrate the impact of the funding on the charity's work
- Have experience of delivering against ambitious fundraising targets
- Be a **strategic, clear thinker**, able to exercise sound judgement, high emotional intelligence and tactical decision making
- Be an exceptionally **strong communicator**, able to talk about our cause persuasively to a wide and varied range of funders and with excellent written skills.



Please contact jobs@intouniversity.org for more information

Who are we looking for?

We are looking for people who can demonstrate our values: **Talent**, **Quality**, **Compassion**, **Aspiration** and **Teamwork**.

You can read more about our values [here](#).



Aspiration

Are you someone who has a positive outlook and is ambitious to succeed? You will be someone who actively seeks solutions to problems and uses initiative. You will be ambitious for yourself, the charity and the young people we serve, seeking to innovate and improve wherever possible and support your team's professional development.



Compassion

Do you have a genuine passion for the mission and values of our charity? We work to transform the landscape of Higher Education in the UK; we can only achieve this by forging genuine relationships with funding partners and ensuring they are clear on the need and impact of our work. You will support fully the ethos and values of the charity and demonstrate commitment to taking a full and active part in the life of IntoUniversity.



Talent

Are you someone who has exceptional interpersonal and written communication skills? We need fundraising team members who can communicate effectively with a broad range of people – from young people on our programmes, to foundation managers and individual donors.



Quality

Are you someone is highly resourceful with excellent attention to detail? You will take pride in being extremely efficient and well organised, and display excellent time-management skills. You will be able to work effectively under pressure and produce high-quality work against tight deadlines.



Teamwork

Are you excited at the prospect of working within a supportive team environment? We need team members who will support others to succeed and who will be committed to building an inclusive culture in which everyone is valued for the unique people they are. You will be prepared to roll up your sleeves as part of a small team and be highly-motivated to work within our successful fundraising team to achieve ambitious targets

Application and selection process



Application and selection process

To apply, please complete the application process [here](#) by **9am Tuesday 21st July 2026** where you will be asked to upload:

1. A covering letter that sets out why you think this opportunity is the right move for you and, with reference to the criteria set out in this job description, how your, talents, skills, experience and ethos make you the ideal candidate for this role.
2. Upload your current CV, which should include full education and employment history (including dates, with no gaps left unexplained).

We will invite shortlisted candidates to attend interviews with members of our management team. As part of this candidates may be asked to complete some additional activities as part of the selection process.

Use of AI

At **Into**University, we might use technology to help us to manage the recruitment process, but we don't make decisions based on artificial intelligence (AI). We have a human approach to hiring and all applications are reviewed and assessed by our team.

Similarly, what we are most interested in hearing about is your individual motivation, experience, skills and values. AI doesn't know about you or what motivates you - we want to hear from you!

AI may be a helpful tool, but typically leads to generic answers repeated by multiple candidates, not stand out applications. Please make sure that your responses reflect your own thoughts and experiences.

Safer recruitment

Please note that in line with our Safer Recruitment practices, successful candidates will be subject to an enhanced DBS check if selected for this role in England.

The charity's policy on the recruitment of applicants with criminal records can be found [here](#), and you can find full details of DBS' code of practice [here](#) and full details of Disclosure Scotland's code of practice [here](#). You can also find our Safeguarding Policy [here](#).



Accessibility and adjustments

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible.

If you require a different format of the application, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at jobs@intouniversity.org or call 0207 243 0242 and ask to speak to a member of the HR Team.

For further information on accessibility and adjustments during our recruitment process, and our commitments as a Disability Confident Committed Employer, please visit the Accessibility FAQs page on our website at <https://intouniversity.org/content/accessibility>



Get in touch

If you would like to find out more
please visit our website www.intouniversity.org,
call us on **020 7243 0242**
or email jobs@intouniversity.org

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