

**FUNDRAISING MANAGER**

**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Fundraising Manager</b>
<b>Starting salary:</b>	£30,000 per annum
<b>Hours of Work:</b>	37 hours per week (with occasional out-of-hour and or/weekend work. TOIL will be given)
<b>Length of contract:</b>	Permanent
<b>Reporting to:</b>	Chief Executive Officer
<b>Education &amp; Training:</b>	The post holder will be expected to attend and complete a Mary Frances Trust induction programme and undertake on-going training.  This post is subject to the successful completion of a probationary period.
<b>Deadline for applications:</b>	18 <sup>th</sup> November 2018

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**Job Purpose:**

- Maximising income generation through community fundraising, individual donations, events, and corporate sponsorship, trust and foundation income.
- Meeting financial targets and assisting in the charity's growth.
- Acting as an effective ambassador for Mary Frances Trust with consideration to the values and objectives of the charity.

**MAIN DUTIES:**

- Development and implementation of Mary Frances Trust's fundraising strategy
- Building relationships with major donors, companies and partners – making presentations, updating on progress and milestones
- Responsibility of using innovative ways to gain and retain donors and regular supporters.
- Managing current corporate partnerships, suggesting a number of ways to build on these relationships, maximising engagement with employees at all levels.
- Managing information and record the profile and fundraising activity of donors on a database
- Devising and organising fundraising campaigns, activities and events.
- Creating new ideas for fundraising and identify suitable funding initiatives.
- Autonomous research of fundraising opportunities and writing tailored grant applications to charitable trusts, foundations and statutory bodies.

- Identifying and submitting applications for awards that will raise the profile of Mary Frances Trust and secure funding.
- Producing detailed annual action plans on specific areas of responsibility outlined above, identifying areas for growth and development and outlining measurable objectives.
- Objectively reviewing the success and achievements against agreed targets, identifying strengths, weaknesses and areas for development.
- Participating in the day to day work of the organisation – such as reporting, attending team and Board meetings as required, and taking a flexible approach to general administrative and support tasks.
- Representing the work of Mary Frances Trust at events to members of the public and supporters, where necessary delivering presentations
- Participating in staff appraisals and appropriate training for the role
- Working in accordance with Mary Frances Trust's policies and procedures
- Working with Volunteers' Co-Ordinator to recruit fundraising volunteers.
- Manage Volunteers to support the functions of the fundraising.
- Carry out / participate in volunteers' inductions.
- Manage and supervise fundraising volunteers.

This is not an exhaustive list of all of the duties that may need to be undertaken. It may be necessary to undertake other duties in order to fulfil the objectives of the charity.

**FUNDRAISING MANAGER**  
**PERSON SPECIFICATION**

To achieve the objectives of this role, the post-holder must have the people accessing the service's needs at the fore at all times and use the agreed set of values and skills to underpin their day to day work.

REQUIREMENTS	ESSENTIAL
<b>QUALIFICATIONS</b>	Commitment to undertake continuing professional development.
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in Trusts and Corporate fundraising.</li> <li>• Proven record of successful applications for substantial funding from Trusts and other grant-making bodies</li> <li>• Demonstrable ability to develop relationships with Corporate partners and Trusts</li> <li>• Experience of researching Trust and Corporate funding opportunities.</li> <li>• Working within a charitable environment</li> </ul>
<b>VALUES</b>	The post-holder must at all times work to the values and principles of Mary Frances Trust and follow the policies and procedures of the organisation.
<b>SKILLS/KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Excellent written skills with the ability to produce concise and creative bids.</li> <li>• High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).</li> <li>• Meticulous attention to detail.</li> <li>• Demonstrable ability to plan and prioritise own workload with minimum supervision.</li> <li>• Excellent communication and presentation skills required to build relationships with potential donors.</li> <li>• Demonstrable knowledge of UK Trusts and Foundations and Corporate giving in general and with a development focus in particular</li> <li>• Knowledge of contracts and VAT issues desirable.</li> <li>• Ability to demonstrate initiative and work well under pressure.</li> <li>• Ability to understand and generate budgets.</li> <li>• Ability to plan ahead and work within agreed timeframes</li> </ul>
<b>CIRCUMSTANCES</b>	Occasional evening and weekend work will be required, with time off in lieu available.