

## JOB DESCRIPTION – Fundraising Manager

<b>Job Title</b>	<b>Fundraising Manager</b>
<b>Accountability</b>	<b>Churn Project CEO</b>
<b>Location</b>	<b>14-16 The Waterloo</b>
<b>Brief Description</b>	A pivotal role within The Churn team raising funds for the continued successful working of The Churn Project. Working with the CEO, trustees, and Community Liaison Officer to develop and implement a fundraising strategy. Contributing to external communications for publicity and awareness-raising purposes.
	Subject to enhanced DBS check All our posts are subject to a 3-month probationary period
<b>Duties &amp; Responsibilities</b>	<p><b>FUNDRAISING</b></p> <ul style="list-style-type: none"> <li>▪ Write clear, compelling, persuasive applications for funding, keeping records of all research and stages of each bid.</li> <li>▪ Further develop and implement a fundraising strategy.</li> <li>▪ Increase income through proactively researching, identifying and approaching charitable trusts / other everyday donors who may be sympathetic to the work of the Project</li> <li>▪ Maintain an accurate record of applications and their status ensuring records kept up-to-date.</li> <li>▪ Monitor income against agreed budgets</li> <li>▪ Develop systematic approach to fundraising including diarising regular funds and events.</li> <li>▪ Build, manage and develop excellent relationships with key contacts of trusts/ foundations/ other major funders.</li> <li>▪ Build networks with local organisations, companies and potential influential donors</li> <li>▪ Confidently represent The Churn to potential and existing funders and networks.</li> <li>▪ Prepare and deliver a year-round diary of funding applications, with progress reports.</li> <li>▪ Work with frontline team members to gather and maintain a bank of information, data and evidence of outcomes through case-studies, photos etc to support funding applications.</li> <li>▪ Write any acknowledgements / thank-yous</li> <li>▪ Organise and attend fundraising events</li> <li>▪ Raise profile of The Churn Project – raising awareness locally and across the district of current and future work</li> <li>▪ Supervise work of fundraising volunteers.</li> <li>▪ Liaise with Community Liaison Officer</li> <li>▪ Media liaison – to include press releases, radio etc for all Churn services</li> <li>▪ News sheet – write articles re fundraising news</li> </ul> <p><b>CHURN TEAM</b></p> <ul style="list-style-type: none"> <li>▪ Contribute to the values and mission of The Churn Project</li> <li>▪ Work as part of the Churn Project team, attending meetings</li> </ul>

	<p>where appropriate.</p> <ul style="list-style-type: none"> <li>▪ Report to Churn CEO &amp; trustees on progress when requested</li> <li>▪ Adhere to policies and procedures as stated in Employee Handbook</li> <li>▪ Be responsible for own health &amp; safety at work in line with Churn Health &amp; Safety Policy</li> </ul>			
<b>Person specification</b>				
<b>Criteria</b>	<b>E / D Essential Desirable</b>	A= Application form I= Interview P= Presentation Interview		
<b>Qualifications</b>		<b>A</b>	<b>I</b>	<b>P</b>
Educated to degree level	D	✓		
Proficient use of Microsoft Office (Word, Excel)	E	✓	✓	✓
<b>Knowledge, Skills, Experience</b>				
Successful bid-writing experience in a charity fundraising environment	E	✓	✓	
Track record of developing a successful fundraising strategy in a charity setting	E	✓	✓	✓
Track record of achieving targets	E	✓	✓	
Experience of researching new grants / Trusts	E	✓	✓	✓
Strong communication skills – written, verbal – with the ability to produce concise, clear information	E	✓	✓	✓
Excellent organisational skills with the ability to plan, prioritise and complete tasks on schedule	E	✓	✓	
Accuracy and attention to detail	E	✓	✓	
Experience of writing for newsletters, leaflets etc	D	✓	✓	
Experience of social media platforms	D	✓	✓	
<b>Personal Qualities</b>				
Understanding of and empathy with The Churn's values and work	E	✓	✓	
Self-motivated with the ability to work on own and as part of a team	E	✓	✓	
Flexibility to work as the role requires (occasional)	E	✓	✓	
<b>Hours of Work</b>	<b>22.5 hours per week (97.5 hours per month)</b>			
<b>Rate of Pay</b>	<b>£15 per hour</b>			
<b>Paid annual leave</b>	<b>126 hours per annum</b>			

**Reviewed February 2019**