

# Job Description

**Position Details**

**Job Title:** Fundraising Manager

**Department:** Fundraising and Communications

**Location:** Flexibility to work from home, our HQ in Bognor Regis or hybrid

**Type of Contract:** Permanent, subject to 6-month probation

**Salary:** £30,000 - £35,000 per annum (full time equivalent, pro rota for part time)

**Hours:** Part time / Full time (between 21 and 35 hours per week), to be discussed and agreed with the right candidate.

**Reports to:** Chief Executive Officer

**Purpose of Job:**

To generate income for 4Sight Vision Support by developing a fundraising strategy and delivering agreed budgets, targets and income through successful fundraising. Focus initially on maximising established fundraising areas of community fundraising, events, donations, legacies and grants and trusts. Then look at developing individual giving and corporate fundraising.

To develop and manage the Charity’s content across all communication channels. Be a contributing member of the senior team and wider organisation.

**Financial Responsibility:**

Lead the fundraising team to ensure the annual fundraising income targets are met.

**Decision Making Responsibility:**

Able to make decisions on how best to generate income and appropriately resource the team to achieve their targets, in collaboration with the CEO. This role requires the post holder to generate and develop their own workload and that of the fundraising team.

**Main Accountabilities:**

Fundraising Development:

Develop, support and manage the fundraising and communications team.

Develop an engaging and ambitious fundraising strategy, in line with 4Sight Vision Support’s strategic plan, ensuring that development plans are in place for all forms of voluntary income.

Develop the fundraising team, making business cases for expansion into existing and new areas, where appropriate.

Liaise with key colleagues to ensure fundraising makes the most of existing opportunities and is focused on areas of need.

Attend training, keeping up to date with current trends and developments in the field.

Grants and Trusts (40% of manager’s time):

Develop the grants and trusts fundraising income stream with the aim of generating both restricted and unrestricted funds to support existing services and new developments in line with 4Sight Vision Support’s strategy (with support from the fundraising team).

Led by the needs of the charity’s strategic priorities; research projects across the charity that need funding/can be funded and draft compelling applications for identified list of prospects.

Write compelling large funder (£20,000+ or multi-year) applications.

Support the identification of possibilities, and provide bid writing skills, for statutory sector funding.

Maintain a schedule of reporting requirements for all grant/trusts/statutory sector sources and ensure an accountable person is identified and/or directly providing the funding reports as required.

Develop and deliver a monthly schedule of applications.

Individual Giving:

Develop individual income streams to achieve their potential – appeals, in-memory, regular giving, major donors, legacy.

Ensure all donors and supporters are thanked in a timely manner and feel part of 4Sight Vision Support.

Keep abreast of changes in individual giving trends and identify new opportunities.

Community Fundraising and Events:

Develop community fundraising income streams to achieve their potential – corporate support, prize draws, lottery, recycling, community fundraisers, community groups.

Plan and deliver 4Sight Vision Support events to achieve target income.

Develop current network mapping utilising necessary tools to maximise the Charity’s ability to increase fundraising targets.

Communications:

Develop, support and manage 4Sight Vision Support’s communications, ensuring brand compliance.

Identify publicity opportunities.

Acquire a range of case studies across different media e.g. written, video, photos, etc. to promote the work of 4Sight Vision Support and show the need fundraising, ensuring that all the necessary authorisation has been given.

Manage communications staff and volunteers.

Prepare communication reports, as requested by the CEO and Board of Trustees.

Create internal communications protocols.

Other:

Manage the fundraising and communications team of staff and volunteers.

Manage optimal usage of the fundraising database, Donorfy, for planning and reporting.

Participate fully in staff meetings, senior team meetings, Board meetings, including preparing reports, and other meetings as appropriate.

Represent 4Sight Vision Support by delivering presentations, attending networking events, meeting with funders, key contacts and other charities and engaging with the Visionary network.

**Person Specification**

**Please note all criteria are essential unless otherwise stated**

1. **Specialist Knowledge, Skills and Experience**
	1. Experience of managing fundraisers or a fundraising team working across various income streams, desirable.
	2. Experience of managing volunteers, desirable.
	3. Experience in one or more of the following income streams trust fundraising, individual giving, legacy fundraising or community and event fundraising.
	4. Relevant fundraising qualification, or experience equivalent to a degree qualification, desirable.
	5. Experience in monitoring budgets, regular variance reporting, reforecasting and planning contingency action to achieve financial targets.
	6. Keep up to date on relevant regulatory and compliance requirements, e.g. Code of Fundraising Practice, Gift Aid.
	7. Attend training, keeping up to date with current trends and developments in the field.
	8. Ensure a continuous improvement approach is taken to all aspects of the Fundraising Team’s work and the role.
	9. Willingness and ability to travel.
2. **Team working skills**
	1. Direct and supervise staff and volunteers who are directly accountable to the Fundraising Manager, ensuring that day to day operations are delivered.
	2. Ability to develop and nurture relationships with a variety of audiences, internally and externally.
	3. Strong team worker and self-motivator.
3. **Planning and Organisational skills**
	1. Able to proactively plan and manage a varied and busy workload.
	2. Have commitment and a conscientious approach to work with attention to detail.
4. **Problem-solving and creative skills**
	1. Be flexible and capable of using initiative, tact and discretion.
5. **Communication skills**
	1. Excellent oral communications skills.
	2. Excellent written communications skills.
	3. Experience of delivering presentations and pitches, desirable.
6. **Equal Opportunities**

Ability to understand and demonstrate commitment to 4Sight Vision Support’s Equal Opportunities Policy and to ensure all activities are consistent with the Equal Opportunities Policy. This includes all staff activities and their interface with the general public.

1. **Other policies**

Ability to understand and demonstrate commitment to 4Sight Vision Support’s other policies and to ensure all activities are consistent with them, specifically: General Data Protection Regulations (Data Protection Act 2018), Adult and Child Safeguarding and Health and Safety.

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