



Job Description – Fundraising Manager

Job title:	Fundraising Manager
Reporting to:	CEO
Salary:	£28-31,000 (dependent on experience) pro rata
Hours:	20 hours per week
Based:	Bristol, UK

Arnos Vale is a special place that people love to visit, some say it casts a spell. We are an uplifting site of culture, history, nature, wellbeing, events and memories. More than 300,000 people are buried or remembered here, from much-loved members of ordinary Bristol families to those who changed our world or sacrificed their lives in war. Community is at our heart. We are a 45-acre green space saved by the Bristol community. This is an exciting role and you will work with the whole team to enrich our future. We'd love to find someone who is as excited as we are by the potential of this place. Could you be the right person to help develop and extend our fundraising activity?

For you, it's the chance to help us build something amazing. We're looking for someone who is not afraid to roll up their sleeves and lead by example. You'll lead on the development and delivery of our fundraising strategy and identify opportunities and new ways of working. You'll have the passion and skills to help us raise valuable funds.

We're looking for someone who is motivated to take ownership, maintaining a dialogue with our supporters. People are central to Arnos Vale, our visitors, volunteers and neighbours are what makes us special.

No two days will be the same. As a charity we have a range of visitors on site. With two indoor venues, one outdoor and 45 acres of nature reserve, there are a range of challenges and opportunities. We're a small team, so we all help each other out. If you're the kind of person who enjoys a challenge and thinks strategically, whilst knowing that your work helps to raise a smile every day – this is the job for you!

The Opportunity

This wide-ranging fundraising role will be perfect for someone looking to further develop their career in fundraising, giving the successful applicant an opportunity to work across a wide range of fundraising disciplines, with particular interest in Trust and Foundations and legacy cultivation.

You'll be highly organised, proactive and enthusiastic with excellent communications skills. You'll enjoy building relationships and delivering exceptional customer service.

The role will play a key part in meeting the charity's income targets. The first priority will be to review the fundraising strategy. As a multi-faceted charity distilling down our case for support will be essential. You will develop and implement all fundraising strands ensuring the organisation's resilience in the future.



Specific Tasks

General Fundraising

- Lead on the delivery of the fundraising strategy for Arnos Vale
- Maintain the fundraising information in our CRM and produce reports
- Stay abreast of fundraising good practice, ensuring compliance with codes of practice.
- Contribute updates of fundraising for newsletters
- Maintain existing, and create new fundraising materials
- Draft reports and communications to funders and donors
- Monitor fundraising performance
- Work with the Chief Executive and Enterprise Manager to raise the profile of the charity
- Provide first line support for all fundraising enquiries and ensure they are followed up appropriately and in a timely manner
- Deliver and develop excellent supporter relationships

Legacy Giving

- Develop legacy days for people to find out about the work of Arnos Vale
- Monitor legacy guide downloads on website

Trusts and Foundations

- Write tailored applications to secure funding
- Build on relationships with existing trust supporters, writing reports to deadlines
- Identify new trusts and foundations that have not previously supported our work, and lead on approaches to them

Individual Giving

- Maintain individual giving processes
- Review communications to supporters

Corporate

- Work with other team members to develop a clear corporate offer
- Identify, research and approach local corporate prospects

Communications

- Contribute to board papers and newsletter, including writing copy
- Provide fundraising content for social media and newsletter
- Keep the fundraising pages on the website updated

Data

- Update and maintain supporter data on our CRM system, ensuring all information relating to funders and prospects is accurate and up to date and adheres to data protection guidelines
- Be the GDPR lead for the team, providing training and support

Perform any other duties consistent with the role and / or reasonably required by the CEO



Personal Specification

Experience

Essential

- At least 2 years' experience in fundraising
- Experience of charity fundraising over a range of methods providing income generation
- Proven record of successful applications for funding from Trusts and other grant-making bodies
- Experience of researching funding opportunities
- Up to date knowledge of GDPR

Desirable

- Experience of legacy and gift in wills strategies
- A good understanding and knowledge of the fundraising sector
- Worked with multi-disciplinary teams

Skills and Competencies

Essential

- Excellent written skills with the ability to produce concise and creative bids
- High standard of computer literacy
- Demonstrable ability to plan and prioritise own workload with minimum supervision
- Highly organised with great administration and planning skills with a proven ability to meet deadlines
- Excellent communication and presentation skills, both written and oral
- Ability to set and work to goals and targets

Desirable

- Ability to understand and generate budgets
- A flexible and strategic mindset
- An understanding of the wide range of work carried out at Arnos Vale and its impact
- Willingness to work occasional evenings and weekends when required

How to apply: To apply for this role, send a covering letter, CV and a completed Equality and Diversity monitoring form (available on the job advert on our website www.arnosvale.org.uk) by Sun 5 May 2024 to Ann.Fiddler@arnosvale.org.uk

Interviews will be held on Thu 16 May 2024.