



## JOB DESCRIPTION

<b>Designation</b>	Fundraiser (Trusts, Foundations and Individuals)
<b>Accountability</b>	Reports to: Business Development Manager
	Manages: Fundraising Co-ordinator, Fundraising volunteer(s)
<b>Salary</b>	£28,672 - £30,451 (FT, dependent on experience)
<b>Term/hours</b>	A permanent role, offered on a full or part time basis (minimum 30 hours, max 37pw). Hours flexible.

The core purpose of CCS is to find permanent, loving homes for children who are waiting to be adopted. This work is primarily funded through statutory sources. The charity also provides a range of post-adoption support services for which we receive very little statutory funding. Fundraising efforts are focused on securing funds for post-adoption support and our forward strategy will include: Trusts and Foundations, Individual Giving (including Legacies), partnerships/contracts and supporting others to fundraise for us.

The purpose of this role is to drive forward our fundraising strategy, planning and implementing all actions, campaigns and appeals, annual target currently £150,000.

### **Responsibilities include:**

1. Contribute to ongoing fundraising strategy development.
2. Develop an Annual Fundraising Plan to include applications to Trusts/Foundations and fundraising from individuals (including legacies).
3. Monitor changes to the fundraising landscape and adjust the fundraising plan to take account of emerging opportunities/constraints.
4. Regularly review and update the Case for Support for adoption support services.
5. Work with colleagues to scope, plan, and cost adoption support projects.
6. Agree budgets (for fundraising purposes) with the Finance Manager.
7. Review Trust and Foundation (T&F) prospects and carry out research to review and identify new prospects.
8. Prioritise prospects and devise an annual plan for securing funds from T&Fs.
9. Prepare applications to T&Fs for both unrestricted and project funding.
10. Support colleagues to prepare and submit funding applications to statutory bodies/partners.
11. Manage relationships with T&F supporters ensuring timely applications, responses, correspondence and reports.
12. Develop an understanding of our existing individual supporter base and use that understanding to inform targeted appeals.
13. Work with colleagues to identify and attract potential new individual supporters.
14. Plan and implement a campaign targeting individual supporters, creating original content for appeals.
15. Manage relationships with existing supporters/donors, updating/informing them as appropriate.
16. Plan and implement a legacy fundraising campaign targeting existing and potential supporters.
17. Create fundraising content for website, e-news and social media.
18. Provide line management, support and supervision for the Fundraising Co-ordinator.
19. Provide direction and support for the fundraising volunteer(s).
20. Other fundraising tasks that may be required within this role.

## **Key relationships**

To deliver these responsibilities successfully the post-holder will need to work closely with the following CCS Adoption colleagues:

Business Development Manager, Fundraising Co-ordinator, Finance Manager, Marketing Officer, Head of Adoption, Head of Centre, Centre Supervisor and colleagues leading on specific projects.

The Job Description reflects the major tasks to be carried out by the post holder but in the interests of effective working, those tasks may be reviewed from time to time, reflecting changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## **Safeguarding, Confidentiality and Equal Opportunities**

The post holder will be required to be familiar with and comply with CCS's safeguarding, confidentiality and equal opportunities policies.

Appointment to post would be subject to satisfactory enhanced DBS disclosure.

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## **Further Information**

CCS Adoption offers a range of post-adoption support services, many of which are delivered at The Centre for Adoption Support and Education ('The Centre'), a purpose built unit within our main building.

Centre services include Tots, a specialist playgroup for adopted children aged 0-4 and their parents, a support group for adopted teenagers, and a number of peer support groups for new and prospective adopters. Fundraising is mainly focused on The Centre, its services and staff.

During the last six months of 2020/21, we took the opportunity to carry out a comprehensive review of our Centre services to ensure that we understand the support needs of adoptive families, and that the services we deliver meet those needs effectively, and efficiently. We are using the findings to improve and develop our services and also to inform our fundraising plans for 2021-22 and beyond.

Our fundraising strategy (and the Fundraiser role) will focus mainly on Trusts and Foundations, Individual Giving (initially targeting our existing supporter base) and Legacies. Community fundraising is expected to continue on a limited scale - for example CCS has a close relationship with the Clifton Diocese churches who historically support us at various times during the year. The Fundraiser (with support from the Fundraising Co-ordinator and an experienced volunteer) will be responsible for ensuring that these important relationships are maintained and that all those who wish to fundraise for us are valued and supported. The Fundraiser (under the direction of the Business Development Manager) may also be asked to support proposals for submission to key statutory funding partners from whom we aim to secure an additional £50,000 per year, however contracts and partnerships are not the main focus of this role.

Fundraising resources including an updated Case for Support, Trust prospect lists and a Fundraising Plan are in place, and a full time Fundraising Co-ordinator is in post.