

FUNDRAISING MANAGER (INTERIM)

Salary:	£36,000 pa FTE
Hours:	37 hours per week (or as agreed)
Responsible to:	Head of Income Generation (CEO while this post is vacant)
Based:	Bristol based with up to 50% working from home
Pension:	5%
Annual leave:	27 days + bank holidays (pro-rata)
Contract:	Fixed term up to 12 months

Equality, diversity, and inclusion

At SARSAS we strive to create a workplace that reflect the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. We want to build an inclusive culture that encourages, supports, and celebrates diverse voices. We actively encourage applicants with protected characteristics to apply.

We are committed to taking an inclusive approach to recruitment and selection whilst ensuring there is no discrimination in our processes and that our team and prospective employees are treated fairly, with respect and without bias. Reasonable adjustments to the interview process can be made to accommodate additional requirements. Applicants are encouraged to highlight any specific adjustments needed to enable participation in the recruitment process.

About the role

This is an exciting opportunity to help SARSAS realise it's vision of a world without sexual violence, through our ambitious strategy to extend our preventive programmes and maintain our essential high-quality services. Through developing and expanding income generated through trust and grants, corporate giving and individual giving, you will help us to be part of the systems change to end gender-based violence.

You will work closely with the Senior Leadership Team (SLT) and team leads to understand funding priorities, identify potential funders and donors and develop compelling funding bids, proposals and appeals. This will include collaboration to develop partnership proposals.

You will undertake new prospect research and develop and nurture excellent donor relationships. You will seek opportunities to strengthen and build on existing and lapsed funding relationships and be proactive about identifying further development opportunities.

In order to realise our ambitions, we need to extend our programme of fundraising growth, so we can increase our annual income from circa £3 million to in excess of £3.5 million.

About you

Through this new organisational role, you'll proactively create and grow fundraising income opportunities with individuals, corporate partners and grant giving trusts and foundations. You'll bring our cause to life and building lasting funder and donor relationships, leading the drive for new donor engagement and securing sustainable, multi-year funding.

Through your fundraising expertise, you will have a proven track record of building relationships with corporate partners, individuals and other donors to achieve and exceed annual income targets and KPI's. You'll have ability support and mentor your team and the capacity yourself to create and craft compelling bids, proposals and appeals that successfully engage and attract donations from new and existing supporters.

You will be an exemplary relationship builder and have experience in developing multi-faceted partnerships (ideally with experience and success in employee engagement, corporate sponsorship, and/or operational partnerships).

We are a small team and so you will be comfortable rolling up your sleeves to help out team members and to support new business across other income streams.

You'll be excited by the opportunity to join SARSAS and to work in a varied and busy role within a collaborative and supportive environment.

About SARSAS

SARSAS exists to relieve the trauma and distress, and help rebuild the lives, of survivors who live in Somerset, Bristol, South Gloucestershire, North Somerset and BANES, who have experienced any form of sexual violence, at any point in their lives.

SARSAS also campaigns and raises awareness about rape and sexual violence to change the narrative about sexual violence and enable survivor's voices to be heard. Partnership work with a range of agencies locally and nationally is a priority to enable social change.

SARSAS works to feminist principles: this underpins both what our service is and how it is run. Our work is guided by a trauma-informed approach which understands how traumatic

experiences can impact on survivors and keeps an awareness of the effects of trauma at the forefront of our approach to support.

Key responsibilities

Fundraising delivery and development

- Develop, monitor and manage a fundraising portfolio capable of generating in excess of £500k per annum, establishing a fundraising pipeline and a range of KPI's that can be tracked and will enable you to make informed projections regarding future income.
- Set up and manage clear planning processes to prepare funding applications, providing clear guidance to colleagues and external partners, which supports effective collaboration, and ensures the submission of high-quality bids, on time.
- Work with and support external consultants and colleagues to help secure fundraising partnerships and income from grant giving trusts and foundations.
- Write high quality, well-written persuasive and compelling funding applications to secure grant funding.
- Support the Corporate Partnerships Lead to develop authentic, compelling, creative and winning funding and partnership proposals that can successfully engage corporate partners and align with their needs, motivations, areas of interests and values.
- Develop the SARSAS Individual Giving Strategy and support the FunComms Administrator and wider Comms team to design and deliver excellent, engaging and regular communications and powerful fundraising appeals alongside establishing the associated data and systems to grow our income and pool of individual supporters making one off or monthly donations.
- Keep up-to-date and accurate records of fundraising activities and provide quarterly updates to the senior leadership team.

Relationship management and stewardship

- With colleagues, undertake market research and funding insight to identify new prospects and grow our income and pool of supporters.
- Identify and broker relationships with key funders capable of funding against our fundraising priorities, providing high-quality relationship management, using appropriate communication tools and channels to maintain relationships with key individuals and organisations.

- Design and implement generic and bespoke stewardship plans for our current network of donors, working closely with the Communications Team on the development of mailings, reports, and events as necessary.
- Provide advice and support, as necessary, for staff who serve as primary contacts for funders/donors, to ensure that relationships are maintained to a high standard.
- Build strong relationships across SARSAS and work with teams in an integrative way to achieve organisational ambitions.

Planning, monitoring and evaluation

- Working closely with the SLT and relevant managers, develop a funding pipeline, which aligns across all programmes, and collaborate on quarterly update reports for the Board of Trustees and the Finance, Risk & HR Sub-Committee.
- Support SLT/ team leads to define fundraising priorities, ensuring that resources are deployed in a timely, and proportionate manner.
- Maintain accurate and up-to-date records to evidence the impact of fundraising activities, including raised income, donor acquisition, donor retention, return on investment, donor engagement metrics, and our fundraising growth rate.
- Oversee full implementation of Donorfy system for fundraising
- Provide high-quality monitoring and evaluation reports.

Staff management

- Provide leadership for your team, inspiring and motivating staff, freelancers and volunteers, setting KPIs, reviewing and improving performance, ensuring fundraising meets/exceeds targets.
- Provide and/or oversee line management of team members, ensuring that professional standards are maintained, and staff wellbeing is supported.
- Ensure that all work adheres to all policies including Safeguarding and Data Protection guidelines.
- Work alongside the HR Officer, to co-ordinate the recruitment of training staff.

Additional information

- Undertake any other duties commensurate within the role including working flexibility to organisational priorities.
- Work as part of a team, promoting the ethos and values of SARSAS.
- Ensure that all work is conducted in line with SARSAS policies and procedures and Rape Crisis England & Wales (RCEW) National Service Standards.
- Attend all training, whether statutory or non-statutory, as required.

- Adhere to SARSAS's policies and procedures.
- Actively participate in the risk assessment, management of risk process, and all aspects of Health and Safety.

This job description is not exhaustive and is subject to review in consultation with the post holder and according to future changes/developments within the organisation.

Person Specification		
	Essential	Desirable
Skills and Experience	<ul style="list-style-type: none"> ▪ Demonstrable track record of fundraising from charitable trusts and foundations ▪ Proven success in securing six figure, multi-year grants ▪ Strong experience of corporate partner and individual giving fundraising ▪ Excellent written and verbal communication and relationship management skills, able to inspire and motivate existing and prospective supporters, providing excellent stewardship and crafting compelling and winning bids, proposals and appeals ▪ Experience of setting, managing and reporting against fundraising KPI's ▪ Demonstrable aptitude for accuracy and attention to detail ▪ Excellent organisational skills, able to self-direct, prioritise tasks and work under pressure ▪ Fully IT literate including MS Office ▪ Experience of and commitment to working with equality and diversity ▪ Demonstrative experience of compassionate leadership and commitment to continuous improvement 	<ul style="list-style-type: none"> ▪ Good knowledge of the mental health sector and sexual abuse ▪ Experience of working with, supporting and overseeing external consultants.

Personal	<ul style="list-style-type: none">▪ Commitment to the vision, mission, aims and values of SARSAS and keeping the survivor experience and voice at the heart of all work▪ Creative, curious, and flexible with an adaptable approach and willingness to change priorities accordingly▪ Solution focussed with the attitude, drive, and resilience to lead, motivate and inspire others▪ Commitment to own wellbeing and continuing professional development with the ability to source support or ask for assistance	<ul style="list-style-type: none">▪ We value lived experience
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