



## JOB DESCRIPTION

<b>Job Title</b>	Fundraising Manager (Trusts & Foundations)
<b>Accountability</b>	Reports to: Chief Executive Officer
<b>Salary</b>	£32,234 - £35,745 (dependent on experience)
<b>Hours</b>	Part time (30 hours per week, flexible).
<b>Contract</b>	Fixed term for two years

CCS Adoption finds permanent, loving homes for looked after 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 includes Trusts and Foundations, Individual Giving and Legacies.

The purpose of this role is to implement our fundraising strategy, lead on Trusts and Foundations and provide direction for the Fundraising Co-ordinator towards the achievement of an annual fundraising target currently set at £150,000.

### **Responsibilities include:**

1. Contribute to ongoing fundraising strategy development.
2. In the context of our fundraising strategy and with input from the Fundraising Co-ordinator, develop and manage an annual fundraising plan.
3. Monitor changes to the fundraising landscape and, with input from the Fundraising Co-ordinator, adjust the fundraising plan to take account of emerging opportunities /constraints.
4. Regularly review progress against the fundraising target, reporting to the Chief Executive/Management Team as required.
5. Regularly review and update the Case for Support for post adoption support services.
6. Work with CCS colleagues (and occasionally external partners) to scope, plan, and cost post adoption support projects.
7. Agree budgets (for fundraising purposes) with the Finance Manager.
8. Review Trust and Foundation (T&F) prospects and carry out research to review and identify new prospects.
9. Prioritise prospects and devise an annual plan for securing funds from T&Fs.
10. Prepare and submit applications to T&Fs for both unrestricted and project funding.
11. Provide occasional support for the CEO and other CCS colleagues on funding applications to statutory bodies/partners.
12. Manage relationships with funders (specifically T&Fs) ensuring timely applications, correspondence and reports.
13. Provide line management, support and supervision for the Fundraising Co-ordinator .
14. Provide a brief, direction and support for external consultants/volunteers who may from time to time be required to provide specific input/support e.g. on individual and legacy giving.
15. 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:

CEO, Fundraising Co-ordinator, Finance Manager, Marketing Officer, Head of Centre, Centre Manager and other CCS colleagues leading on specific projects.

There may also be occasions when it is necessary to engage short term input from external consultants (for example in relation to Individual/Legacy Giving) and/or or CCS volunteers (for example in relation to community fundraising/supporting others to fundraise for us).

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 through The Centre for Adoption Support and Education ('The Centre'), a purpose built unit within our main building. Centre services include a specialist playgroup for adopted children aged 0-4, a support group for adopted teenagers, and a number of peer support groups for new and prospective adopters. Fundraising aims to cover Centre services and staff costs.

During 2020/21 when due to Covid we were not able to open The Centre for significant periods of time, we took the opportunity to comprehensively review 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.

A fundraising strategy is in place which takes account of the Centre Review and the fundraising landscape as we begin to emerge from the pandemic. Staff changes during the past two years mean that we also now have an opportunity to create a fundraising team with the specific skills and experience needed to deliver the strategy.

Our fundraising strategy focuses on Trusts and Foundations, Individual Giving (initially targeting our modest but warm 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 Fundraising Manager (with support from the Fundraising Co-ordinator) 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 fundraising target for 2021/2022 is set at £150,000. Within that there are targets for each area of fundraising based on previous performance and an assessment of the potential for growth. We aim to secure an additional £50,000 per year from contracts and partnerships, and the Fundraising Manager may occasionally be asked to support colleagues submitting proposals to key statutory funding partners; however such applications do not form part of the fundraising target, nor are they the focus of this role.

Fundraising resources already in place include a Fundraising Strategy, an updated Case for Support, Trust Prospect Lists and a Fundraising Plan. A full time Fundraising Co-ordinator is in post.

Fundraising Team roles – a brief summary:

**Fundraising Manager (Trusts and Foundations):** oversees the fundraising plan, provides line management and supervision for the Fundraising Co-ordinator and has specific responsibility for Trusts and Foundations. *30 hours pw.*

**Fundraising Co-ordinator:** first point of contact for funders/supporters, co-ordinates the fundraising plan, collects and analyses data to support fundraising, co-ordinates fundraising communications (including fundraising social media posts), provides information and support for those wishing to fundraise for us, provides support on all campaigns. *34 hrs (over 4 dpw).*

**Individual and Legacy Giving.** We wish to develop these areas of fundraising, initially targeting our modest, but warm individual supporter base. Some work has already been done to segment and analyse individual supporter data, and we have recently developed materials and partnerships to encourage Legacy Giving. It may be that we decide to **engage short term, expert input** in this area e.g. from a consultant who would work with our Fundraising Co-ordinator to plan and implement Individual/Legacy Giving campaigns. This work would be overseen by the Fundraising Manager (Trusts and Foundations).

The Fundraising Manager (Trusts and Foundations) will be joining CCS Adoption at an exciting time of change and development. They will have the opportunity to demonstrate their skills and experience in securing funds from Trusts and Foundations and to head up a small team who will work together and with others to implement our new fundraising strategy, bringing fresh ideas, skills and energy to the challenge.