



## **CARERS SUPPORT CENTRE (CSC)**

### **Job Description and Person Specification**

<b>Job title:</b>	Fundraising Manager
<b>Responsible to:</b>	Chief Executive
<b>Responsible for:</b>	Trust Fundraiser
<b>Hours:</b>	22.5 per week
<b>Salary:</b>	£35,273 FTE (£21,163 pro-rata)
<b>Place of work:</b>	Flexible hybrid working

#### **Aims of the post**

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**To:**

- Significantly increase non-statutory income to improve the sustainability of CSC and its services for carers across Bristol and South Gloucestershire.
- Lead on the strategic planning and implementation of fundraising activities to support the delivery of CSC's strategic objectives and development plans.
- Manage and support the Trust Fundraiser and any other future team members.

#### **Main tasks**

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**1. Fundraising**

- 1.1 Develop, implement and deliver the fundraising strategy and annual action plans, in collaboration with the SMT and fundraising team.
- 1.2 Work with the SMT and fundraising team to maximise annual fundraised income against agreed priorities and targets within the organisation's annual action plan.

- 1.3 Work proactively with colleagues to research, identify and scope a portfolio of compelling projects/proposals that will appeal to potential funders.
- 1.4 Develop and deliver a programme to secure and nurture donors and funders, building support and additional income for CSC.
- 1.5 Enhance existing activities with Grant-making Trusts by identifying new prospects and effectively managing relationships with current funders.
- 1.6 Development and oversight of individual, community and corporate giving.
- 1.7 Work with members of SMT on strategic development and action planning for CSC as it relates to fundraising.
- 1.8 Work with the Fundraising team and Comms team to create appropriate targeted fundraising communications.
- 1.9 Provide reporting, evaluation and analysis of fundraising activities and updates on strategy to the CEO, SMT and the Fundraising subcommittee of the board.
- 1.10 Support ad hoc statutory bid writing, in conjunction with the wider SMT.
- 1.11 Work with the Finance Manager to confirm proposed budgets within bids and develop regular reporting on income generation streams.
- 1.12 Adhere to best practice in fundraising, ensuring all legal standards are met.

## **2. Line Management**

- 2.1 Provide effective line management and support to the trust Fundraiser and other direct reports to help them maximise their potential and effectiveness.

## **General**

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- Ensure that all work is conducted in accordance with CSC's policies and procedures.
- Undertake any other duties commensurate with the grading of the post, as agreed with your line manager.

## PERSON SPECIFICATION

### ESSENTIAL

#### Education

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- Evidence of continuing professional development

#### Experience/knowledge

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- Proven track record of at least two years' experience of working in a senior fundraising role.
- Experience of developing and producing compelling funding proposals.
- Experience of developing and implementing a fundraising strategy with a proven track record of setting and achieving ambitious fundraising income targets
- Experience in prospect research and identifying potential donors or funding opportunities.
- Detailed understanding of the different types of fundraising activity, including but not restricted to trust fundraising, grant applications, community fundraising, individual giving and corporate giving.
- Knowledge of relevant policies, procedures and legislation as they relate to fundraising.
- Possesses a deep understanding of the wider fundraising context, with knowledge of fundraising trends, techniques, and best practices

#### Skills

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- Excellent written and verbal communication; with ability to write for a range of audiences.
- Strong emotional intelligence and excellent interpersonal and influencing skills.
- Excellent IT skills, including the use of social media, Office 365 associated applications.
- Highly organised approach
- Strong leadership skills
- Ability to track, analyse and report on data, making recommendations.

#### Attributes

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- Ability to work:
  - on own initiative, manage time effectively, prioritise own workload and work to tight deadlines.

- with a range of different people across organisations.
- as part of a team.
  
- Commitment to and able to work in a way that promotes and respects equal opportunities, diversity and inclusion.
- Interest in or open to new ideas, approaches and technologies.

#### **Other**

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- Flexibility to work very occasional evenings and weekends as required.
- Able to travel throughout Bristol and South Gloucestershire

#### **DESIRABLE**

##### **Qualifications**

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- Certificate or diploma from Institute of Fundraising or equivalent

##### **Experience/knowledge**

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- Leading and managing a fundraising team
- Trust fundraising and grant applications
- Staff management, providing support, supervision and appraisal.
- Understanding of the needs and issues for carers