



## JOB DESCRIPTION

### Fundraising Manager

<b>Job title:</b>	Fundraising Manager
<b>Reporting to:</b>	Director
<b>Direct Reports:</b>	The postholder will manage one part time member of staff
<b>Hours:</b>	Full time
<b>Salary:</b>	Starting at £30k per annum
<b>Contract:</b>	Permanent
<b>Location:</b>	Wormingford, Colchester, Essex

#### MAIN PURPOSE

- Develop and manage Re-Cycle's fundraising strategy
- Grow and sustain our income, through a broad variety of fundraising activities, in particular trusts and foundations, corporate income, events and individual giving
- Manage our recent diversification into committed giving, major donors and community and sponsored events
- Manage a part time Marketing and Communications Officer role
- Lead on donor communication and thanking processes

#### DIMENSIONS

Re-Cycle has been fundraising professionally since 2012 and our income has grown significantly over this time. We now have a strong portfolio of trust and corporate supporters but we need to increase our committed giving, major donor and community and events income. It's an exciting time to join the charity as we have a new organisation strategy and a fantastic team of staff supported by an amazing pool of volunteers.

**The role will require an ambitious fundraiser, not only with a broad understanding of fundraising but also with a good grasp of digital fundraising opportunities and supporter led journeys.**

#### PRINCIPAL RESPONSIBILITIES

- To develop and implement Re-Cycle's fundraising strategy in line with the charity's strategic objectives and core values
- To lead on fundraising campaigns from creation to completion ensuring best value for money and a high return on investment
- To maintain a large portfolio of current trust/foundation supporters and build more multi-year funding partnerships
- To ensure good supporter led donor journeys to maximise income opportunities
- Make best use of the database (Donorflex) to support fundraising activity and monitor income



- To ensure all donors are thanked and added to the database (with additional admin support)
- To represent Re-Cycle externally to donors, potential donors and key contacts at meetings and events
- To work with colleagues and partners to ensure an appropriate reporting and stewardship programme, ensuring prompt and accurate reporting
- To develop and maintain annual approach calendars, filing and database systems
- To report on performance against agreed budgets and targets
- To liaise with the budget holder to ensure accurate financial management and monitoring
- To support the development of strategic and annual plans for Re-Cycle
- To undertake such other tasks as may be required by and agreed with your line manager

### **GENERAL RESPONSIBILITIES**

- Make sure that the charity is following the fundraising code of conduct and is practising ethical fundraising
- To adhere to Re-Cycle's Equality and Diversity policy in all activities and actively promote equal opportunity wherever possible
- To be responsible for your own health and safety and that of your colleagues in accordance with Health and Safety legislation and Re-Cycle policies and procedures
- Any other duties as directed by and agreed with line manager

### **TRAVEL & UNSOCIAL HOURS**

- The post will require some travel within the UK and occasional evening and weekend work, e.g. at trustees meetings or fundraising events. Time off in lieu will be given for this, in agreement with your line-manager.
- The post may also require some overseas travel, to visit partner organisations. All time spent overseas will be considered to be part of a normal working week, for which there is no time off in lieu.

The responsibilities of this post and reporting structure will be periodically reviewed.  
(If applicable) This post is subject to a Criminal Records check. In the event of a successful application a Disclosure report will be sought.



Requirements	Essential	Desirable
Educational/Professional Qualifications	<ul style="list-style-type: none"> <li>● This post requires experience rather than professional qualifications</li> </ul>	<ul style="list-style-type: none"> <li>● Preferably educated to degree level</li> <li>● IOF qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>● Experience of developing fundraising strategies</li> <li>● Experience of (or a good understanding of) developing and implementing supporter led donor journeys and utilising a database to do so</li> <li>● Experience of donor communication such as newsletters</li> <li>● Experience of using digital tools to promote integrated fundraising campaigns</li> <li>● Experience of Trust and Foundations fundraising, plus a successful track record of working with, and securing significant grants from trusts and statutory organisations</li> <li>● Experience of prospecting and securing income from major donors and corporate donors</li> <li>● Successful track record of achieving fundraising targets</li> <li>● Experience of researching funding prospects (with knowledge of source materials)</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of International development and/or fundraising for overseas projects</li> <li>● Experience of community and/or events fundraising</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>● Excellent verbal and written communication skills with particular attention to detail</li> <li>● Ability to develop relationships internally and externally</li> <li>● Ability to absorb complex information and present this in a clear, logical and appropriate manner</li> <li>● Ability to work as part of a team – the role requires collaboration with both managers and peers</li> </ul>	



	<ul style="list-style-type: none"><li>● Excellent IT skills, including the ability to use databases to manage donor relations</li><li>● Self-motivated and able to work on his/her own initiative</li></ul>	
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