**** Job Description

# Job Title Fundraising Manager

**Location** Manchester

**Salary** £16.86 per hour/£30,685.20 per annum

**Band** G

**Hours per Week** 21 - 35

**Annual Leave** 25 days plus 10 Statutory holidays (pro-rata for part time / term time roles)

**Reports to** Director of Fundraising

**Job Summary**

To lead, develop and manage fundraising in Greater Manchester and the West. Ensure fundraising targets are exceeded by cultivating and securing high value partnerships, and by developing and implementing sustainable fundraising plans in line with the organisational and fundraising strategy.

The post holder will provide leadership and guidance to the fundraising team and monitor and report on performance to inform decision making and ensure net income growth is achieved.

**Key responsibilities**

***Leadership***

* Lead the development of Henshaws Fundraising across the area to maximise net income and develop sustainable income streams for short, medium and long-term growth.
* Implement the strategic plan for fundraising and be accountable for the activities undertaken to achieve the plan.
* Lead, manage and oversee fundraising activity with accountability for collective and individual performance.
* Performance manage your team by inspiring, motivating, supporting and challenging them to achieve success, and exceed fundraising targets.

***Management***

* Recruit, induct and train new post holders and ensure that direct and indirect reports receive a standard first-class induction programme.
* Provide coaching and one to one support on a regular basis
* Set targets, budgets and objectives including the production and analysis of KPIs.
* Monitor and evaluate progress against strategic plans using management information and budgets to produce reports and forecasts as required.
* Take action to ensure targets are achieved, including devising and implementing contingency plans

***Specialist Knowledge***

* To be lead specialist in major relationships and corporate fundraising, account managing relationships where appropriate, cultivating new and sustainable relationships for the future
* Be responsible for and lead on local fundraising appeals, producing persuasive communications and cases for support and/or to lead on specific income streams as agreed with the Director of Fundraising
* Ensure all fundraising activity complies with charity law, Fundraising Regulator Guidance and codes of conduct, GDPR, as well as Henshaws policies and procedures.
* Develop and maintain specialist knowledge of trends and developments in the sector by completing relevant training, reviewing relevant press and publications and keeping up to date with news including awareness of new legislation and best practice
* To support the Director of Fundraising with operational requirements as needed within the fundraising team, including responsibility for identified areas of development.

***General***

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in a professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures. To provide operational Health, Safety and Wellbeing leadership across all areas of the team and wider organisation. To take action to prevent accidents, injuries and work related illness.  Ensure all accidents/incidents and safeguarding concerns are recorded and managed in line with Henshaws policies and procedures.
* Any other duty as required by the line manager commensurate with the post.

**Person Specification**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist.

****All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Criteria** | **Essential or Desirable** | **How Identified** |
| **Skills and Experience** | Experience of staff management & leadership, supervision and appraisal.  | **Essential** | Application form /Interview |
| Experience of developing staff and assisting people through change. | **Desirable** | Application form /Interview |
| Ability to assimilate and analyse financial and statistical information, including budget monitoring, management, and financial control. | **Essential** | Application form /Interview |
| To be able to devise operational plans and deliver them effectively | **Essential** | Application form /Interview |
| Proven experience of planning and managing fundraising activities | **Essential** | Application form /Interview |
| Proven experience of forming new partnerships with corporates and philanthropists | **Essential** | Application form /Interview |
| Excellent selling, negotiation and relationship building skills | **Essential** | Application form /Interview |
| Interpersonal skills and the ability to communicate effectively with different groups of people  | **Essential** | Application form /Interview |
| Excellent time management skills and able to prioritise for themselves and the team | **Essential** | Application form /Interview |
| Problem solving approach – constructs and customises solutions and makes plans | **Essential** | Application form /Interview |
| **General & Specialist Knowledge** | Knowledge of charity/fundraising law | **Essential** | Application form /Interview |
| Knowledge of fundraising Regulation and codes of practice | **Essential** | Application form /Interview |
| Knowledge of a broad range of fundraising activities | **Essential** | Application form /Interview |
| Experience of delivering successful fundraising programmes | **Essential** | Application form/Interview |
| Knowledge of databases and their applications | **Desirable**  | Application form/Interview |
| Knowledge of GDPR | **Essential** | Application form /Interview |
| **Education & Training** | Educated to degree level or equivalent, or demonstrable equivalent professional experience | **Essential** | Qualification/Interview |
| IOF Dipolma in Fundraising Management or equivalent professional experience.  | **Desirable** | Qualification |
| **Special Requirements** | A willingness to travel, preferably with access to a car  | **Essential** | Application form /Interview |
| Willingness to occasionally work outside of normal office hours | **Essential** | Application form /Interview |
| Ensures inclusive practice and promotes diversity | **Essential** | Application form /Interview |
| Acts with professionalism and integrity and in accordance with Henshaws values (proactive, inspiring, compassionate, informed, empowering and sharing) | **Essential** | Application form /Interview |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.**

**Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.**