**Fundraising & Development Manager**

**Job Description**

Support 4 Sight provides services to over 1,500 blind and partially sighted people across mid and west Essex and surrounding areas each year, improving the quality of life for people living with sight loss, their families and carers.

We are a small but established charity, and, having recently appointed a new CEO, are at an exciting stage of re-opening and re-scoping.

We are looking to recruit an experienced fundraiser to join our small, passionate, dedicated team; an individual who, working closely with the CEO as part of the senior management, can work across diverse fundraising streams to develop and deliver a 5year fundraising strategy.

The ideal candidate will be a creative, can-do galvaniser who will inspire an enthusiastic and well-primed staff team.

**Closing Date: 26th Nov 5pm**

**Interviews (remote): Fri 3rd Dec**

**Location/Based at:** Company offices in Chelmsford and Saffron Walden, Essex (inc. opportunity for blended Homeworking)

**Responsible to:** CEO

**Supervised by:** CEO

**Responsible for:**  No line-ins

**Hours of work:** 21-35 hours per week

(Flexible/Part-Time work patterns considered)

**Contract period:** 12 months initially

**Salary:** £30,000 to £35,000 FT (35hpw)

**Job purpose:** To shape, implement and deliver the charity’s Fundraising Strategy

**Key Responsibilities:**

1. Develop and manage our development strategy that achieves sustainable growth in our income
2. Review, develop and manage fundraising from
   1. trusts and foundations
   2. corporate partnerships
   3. community fundraising activities and events
   4. individual donors
3. Ensure that fundraising income targets are met and that plans are implemented as required
4. Lead on fundraising communications, and develop materials and approaches for our different audiences to maximize income and support
5. Be responsible for the growth of both corporate and community relationships
6. With the CEO and Funding & It Co-ordinator ensure effective grant and donation management
7. Oversee the timely delivery of high-quality reports to funders (in association with the Funding and Technology Coordinator), in particular grant-making trusts, ensuring all grants are drawn down and reported on to a high professional standard
8. Lead on the design and maintenance of effective information and contact management systems to ensure good funding, donor and impact management
9. Manage and support Voluntary and Community fundraisers
10. Remain entrepreneurial and creative to take advantage of new opportunities to broaden out the funding base.

**General duties and responsibilities:**

* Acquire a sound knowledge of the company’s service offering
* Uphold the values and ethos of the charity
* Ensure that all responsibilities are met in accordance with company procedures and the Staff Handbook
* Ensure compliance with the Health and Safety policies in place
* Be willing to undertake training as required
* Understand the need for confidentiality when dealing with both internal and external information
* Be flexible to adopting a hybrid working practice (Home-based working with travel to all Company sites)
* Be flexible to work outside standard hours when necessary to achieve objectives required
* Positively and pro-actively take on other duties as may from time to time be required to support colleagues, volunteers, management and board members.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Experience & Qualifications** | Excellent track record of personally securing significant gifts or partnerships from Trusts, Individuals and Companies.  Experience of overseeing a multi-income stream fundraising.  Proven understanding and experience of the project management involved– from initial planning to meeting delivery deadlines  Experience of delivering fundraising events.  IT literate - competent and confident in use of Microsoft Outlook and Office software. | Experience of working with people with sight loss  Experience of working with people with disabilities |
| **Knowledge & understanding** | Understanding of confidentiality  Understanding and experience of working within the requirements of the Code of Fundraising Practice and data protection legislation.  Understanding of digital fundraising, marketing and campaigning. | Understanding of the needs of people with sight loss.  A knowledge of local and national service provision for blind and partially sighted people.  Knowledge of disability issues.  Understanding of Safeguarding protocols  Experience of delivering special and cultivation events. |
| **Skills & abilities** | Excellent verbal and written communication skills.  Ability to communicate effectively, adapting style to suit the audience.  Excellent relationship building and sustaining skills.  Strong influencing and negotiating skills.  Ability to organise time effectively, creating work schedules, prioritising workload and meeting deadlines.  Excellent financial fluency.  Ability to work on own initiative and liaise with Line Manager as and when required. |  |
| **Personal qualities & competencies** | Flexibility and a practical, can-doattitude.  Able to work independently but also as part of a wider team.  Empathetic and caring, able to connect with people.  Able to respond to callers and visitors in a manner which is both professional and friendly at the same time – this includes spoken and written communication.  Commitment to equal opportunities & anti-discriminatory practice.  Creative thinker. | Interest and passion for the charity sector, especially with regard to sight loss |

Please send CV and covering letter (of not more than 1000 words) detailing your suitability in relation to the above job description and person specification, along with the Equal Opportunities Monitoring Form, to Sharon Schaffer, CEO [**sharon@support4sight.org.uk**](mailto:sharon@support4sight.org.uk) **before 5pm on 26.11.21.**

These documents are available on our website: <http://www.support4sight.org.uk/2021/11/were-recruiting-a-fundraising-development-manager/>

If you would like to discuss this role, or have any accessibility needs please call Sharon on 07946 502810.

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Patrons: Lady Braybrooke & Kemi Badenoch MP | Charity number: 1169324