

**FUNDRAISING PROJECT MANAGER**

**PART TIME, TEMPORARY POST**

**JOB DESCRIPTION**

**Job Title:** Fundraising Project Manager

**Reporting to:** CEO

**Location:** Currently working from home but some travel required to site (currently GU10 4BE)

**Hours:** 15 hours per week. Flexible arrangements will be considered.

**Salary:** £35,000 per annum, pro rata

**Duration:** Fixed Term – 31st March 2023

**Disclosure Level:** Enhanced DBS

**About Change of Scene**

Change of Scene provides outdoor learning to vulnerable children and young people on our 12-acre smallholding in Surrey. We want to develop and diversify our services to meet the needs of the growing numbers of children and young people who are either struggling to keep their school place or who have already been excluded. However, we are unable to expand on our current site.

Along with the day to day running of the charity, we have set ourselves an ambitious target to find a new site in the locality, fundraise to cover the capital and revenue costs of leaving our existing smallholding and setting ourselves up in our new site and expanding the range of services and activities we offer. We want to do this within two years.

**Purpose of Post**

The successful candidate will manage the full fundraising project cycle, from conception to delivery, ensuring activity is delivered on time, to budget and within best practice.

The Fundraising Project Manager may also be required to contribute to the general fundraising for the charity; however, their main role is to deliver our new site campaign.

**MAIN DUTIES AND RESPONSIBILITIES**

Develop and deliver the organisation’s fundraising campaign and marketing strategy for the new site, working with the CEO and key stakeholders, and contribute to its development. This will require the post holder to:

* Raise the capital and revenue costs associated with the identification of, and the move to, a new site.
* Work in partnership with the Grants and Trusts Fundraiser to ensure that funds are sufficient for the day to day running of the charity.
* Ensure that cases for support, relevant to each different funding source, are developed, regularly updated and relevant.
* Ensure effective systems, processes and legal requirements for fundraising are in place and adhere to the Code of Fundraising Practice and Fundraising Regulator requirements
* Ensure that all donors are thanked in a timely manner and supported through regular and appropriate communication.
* Manage and record information about supporters, donations, and fundraising activity, in line with the organisation’s Privacy Policy.
* Undertake training and mentoring opportunities to ensure continuing professional development.

**RESPONSIBILITIES FOR DIFFERENT FUNDING SOURCES**

Work closely with the Grants and Trusts fundraiser to develop relationships with existing funders and to identify and approach new prospects.

• **Individuals:** build relationships with supporters at all levels, promote tax effective giving opportunities and other ways to donate and support Change of Scene; working with the CEO on major gifts

**• Corporate**: promote corporate fundraising opportunities, engage with, and develop relationships with companies and staff team

• **Community:** recruit and support volunteers to undertake and promote community fundraising; promote fundraising opportunities to individuals and community groups to raise awareness and inspire them to undertake fundraising activities and support the organisation

**• Events:** support individuals/groups to organise and participate in fundraising events and ensure that all third-party events adhere to the Code of Fundraising Practice and other relevant requirements

**• Legacies**: promote legacy giving and the importance of gifts in wills for the long-term development of the organisation

**• In memory**: provide sensitive support for individuals/families who wish to donate or fundraise in memory of a loved one, with ongoing supporter care and engagement

**FUNDRAISING PROJECT MANAGER**

**PERSON SPECIFCATION**

**KNOWLEDGE**

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| **ESSENTIAL** | **DESIREABLE** |
| Current knowledge of the funding environment in raising capital and revenue funds for charities.  Understanding of the organisation’s aims and values.  Knowledge of the voluntary sector  Knowledge of the marketing environment  Working knowledge of Microsoft Office and social media (Twitter, Instagram, and Facebook)  Knowledge of the Code of Fundraising Practice | Chartered Institute of Fundraising training and/or membership  Understanding of confidentiality issues and Data Protection  Knowledge of Gift Aid and other tax effective giving mechanisms  Knowledge of a wide range of fundraising techniques |

**ABILITIES**

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| **ESSENTIAL** | **DESIREABLE** |
| Ability to raise significant sums to support capital and revenue costs of projects.  Ability to communicate effectively to inspire and motivate a wide range of stakeholders.  Ability to build relationships and work with a diverse range of people.  Ability to be proactive in identifying and acting on fundraising opportunities.  Ability to plan, prioritise and meet deadlines.  Ability to work effectively in a team and independently.  Ability to maintain accurate records | Ability to think strategically.  Ability to assess return on investment for different fundraising activities |

**EXPERIENCE**

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| **ESSENTIAL** | **DESIREABLE** |
| Experience of developing and delivering a successful fundraising and marketing campaign.  Experience of building relationships with a broad range of individuals and groups  Experience of collating information and preparing proposals and reports.  Experience of managing multiple projects or activities.  Experience of successfully working towards agreed financial targets. | Experience of developing fundraising and marketing strategies.  Experience of volunteering and/ or working with volunteers |

**APTITUDES**

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| **ESSENTIAL** | **DESIREABLE** |
| Organised and self-motivated  Commitment to the organisation’s aims and values.  Resilient  Attention to detail.  Willingness to undertake training and mentoring as appropriate.  Commitment to equal opportunities and anti-discriminatory practices at work  Empathy and high level of personal integrity | Willingness to work flexibly |