

CSR Fundraising Manager

Role Description

Portsmouth Diocesan Council for Social Responsibility (CSR) is a 100-year-old independent local charity based at the Anglican Diocese of Portsmouth which covers Portsmouth, South-East Hampshire and Isle of Wight. Our work is varied from counselling services to the Good Neighbours Network with a huge impact on community engagement and health and wellbeing. Further details about our work can be found at www.csrnet.org.uk. With an exciting new strategy, we are now seeking an experienced Fundraiser who will have lead responsibility for generating income for the charity's activities. It is expected the post holder will have the experience, knowledge, and skills to deliver the fundraising strategy and determine and implement the most appropriate routes to raise funds whether they be from grants/trusts, business sponsorship, community fundraising, legacies or individual giving.

The Fundraising Manager will join a small multidisciplinary staff team in CSR which is based in the Diocesan Offices at Peninsular House in the continental ferry port in Portsmouth but will also work occasionally with other colleagues (for instance in the finance team amongst others). As a small team, we seek to support one another on projects and programmes and the ability to work well and flexibly with colleagues as new areas of work are identified and established is essential. We always seek to promote asset-based approaches that value what local partners can offer best.

1. **Job Title:** CSR Fundraising Manager
2. **Responsible to:** Executive Director CSR
3. **Key Work Areas:** Mission and Social Transformation Dept / CSR
4. **Primary Purpose:** to be responsible for CSR's fundraising operations and associated activities and to raise funds for current and future CSR programmes.
5. **Specific Responsibilities/Principal Tasks**
 - To review, develop and implement the CSR Fundraising Strategy.
 - To research, identify, draft, and deliver completed funding applications to charitable trusts and foundations in support of CSR when approved for submission.
 - To identify, where appropriate, contracted opportunities for funding CSR's work.
 - To research and recommend the development of appropriate fundraising events, where appropriate, and recognising the management time and cost of such activities.
 - To liaise with other staff colleagues in CSR and the diocese, volunteers, and other parties as appropriate.
 - To report on fundraising activities to the CSR board.
 - To collaborate with colleagues as income is generated from these activities in the implementation and delivery phases of funded programmes, assisting where appropriate with the supply of monitoring information and financial expenditure to funders.
 - To maintain knowledge of the fundraising sector and opportunities for new funding.
 - To maintain fundraising skills and networks where appropriate.
 - To maintain accurate and up-to-date records of all applications and stages.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EXPERIENCE			
- Experience of charity fundraising over a range of methods	✓		Application Form / Interview
- Experience/knowledge of grant/trust applications	✓		
- Experience of a wide range of communication methods including press and social media	✓		
SKILLS AND KNOWLEDGE			
- Good working knowledge about fundraising	✓		Application Form / Interview
- Excellent interpersonal/communication skills, both written and oral	✓		
- Ability to prioritise own work	✓		
- Organisational skills.	✓		
- Excellent presentation skills	✓		
- Excellent written and copy-writing skills	✓		
- Capability to work under pressure and meet deadlines	✓		
- Ability to work with and meet financial targets	✓		
- Good organisational and project management skills	✓		
- Willingness to carry out a range of administrative tasks	✓		
QUALIFICATIONS			
- Graduate level qualification or equivalent	✓		Application Form / Interview
- Strong IT skills including Word, Excel, Outlook, PowerPoint	✓		
PERSONAL QUALITIES			
- Articulate.	✓		Interview Interview
- Proactive attitude, drive, enthusiasm to carry out projects to conclusion	✓		
- Emotional intelligence and ability to influence	✓		
- Ability and commitment to work flexibly and collaboratively with colleagues	✓		
- Good networking skills + ability to build relationships at all levels	✓		
- Resilience, particularly when faced with setbacks	✓		
TEAM WORK			
- Intelligent.	✓		Interview
- Quick to grasp essentials.	✓		
- Numerate and literate.	✓		
- Attention to detail.	✓		
- Ability to motivate others and work as part of a team	✓		

CSR works with people of all faiths and none, and is fully inclusive in its work and employment practices. There are no occupational requirements for particular beliefs but sympathy for the aims and objects of the Church of England, and for CSR's vision and mission will be important.

Salary: £35,000 - £40,000 FTE, depending on experience

Days: 5 days/week or 4 days/week pro rata

Leave: 25 days FTE plus bank holidays or pro rata

Base: Flexible. Our main office is in Peninsular House, Wharf Road, Portsmouth, PO2 8HB. This role is suitable for some homeworking. A hybrid approach will be possible with some regular days each week based in the office.

Employment: CSR is an independent charity with its own independent board. Portsmouth Diocesan Board of Finance acts as employing agent for permanent positions.

Nov 2023