Fundraising and Partnerships Manager

Job details
Salary: £40,000 - £45,000 per annum
Hours: 37.5 hours per week
Location: office based or hybrid
Contract type: Full time, Permanent
Reporting to: CEO
Responsible for: Fundraising

About Innov8 Workshops
Innov8 Workshops is a Suffolk-based charity supporting young people and children to develop skills, confidence and opportunities through employability programmed, wellbeing initiatives, creative projects and inclusive community activities. We work alongside individuals, employers, schools, local authorities and community partners to create positive and lasting change.
As we continue to grow our impact, we are seeking an enthusiastic and relationship-focused Fundraising & Partnerships Manager to help secure funding, develop new income streams and strengthen partnerships that support our mission.

The Role
The Fundraising & Partnerships Manager will lead and coordinate fundraising activities across the organisation. You will identify and secure funding opportunities, build relationships with funders, donors and corporate partners, and support the development of sustainable income streams.
This is an exciting opportunity for someone who enjoys meeting people, sharing impact stories and turning great ideas into funded projects.

Key Responsibilities

Fundraising
- Research and identify funding opportunities from trusts and foundations, corporate supporters, other sponsors and grant-making bodies as well as other appropriate sources.
- Prepare and submit compelling funding applications and proposals.
- Develop and manage a pipeline of funding opportunities.
- Support the creation and delivery of fundraising campaigns.
- Monitor fundraising income against targets and provide regular reports.
- Develop comprehensive stewardship and donor journeys

Partnerships & Relationship Management
- Build and maintain positive relationships with funders, donors and supporters.
- Develop new corporate partnerships and sponsorship opportunities.
- Represent Innov8 Workshops at networking events and community meetings.
- Work with colleagues to capture and share project outcomes and impact stories.

Events & Community Engagement

- Plan and coordinate fundraising events and community initiatives.
- Recruit and support volunteers involved in fundraising activities.
- Promote fundraising activities through social media, newsletters and other marketing channels.
- Increase awareness of Innov8 Workshops and its impact within the local community.

Monitoring & Administration

- Maintain accurate records of donations, grants and fundraising activities.
- Produce reports as required.
- Monitor and evaluate the success of fundraising campaigns against budgets reporting on effectiveness and ROI.
- Ensure compliance with relevant fundraising regulations and charity requirements.
- Prepare reports for senior leadership, trustees and funders.
- Ensure compliance with organisational policies and relevant legislation.
- Contribute to continuous improvement activities.

All post-holders will:

Work in line with Innov8 Workshops' values, policies and procedures.
Promote equality, diversity and inclusion in all areas of work.
Maintain confidentiality and comply with data protection requirements.
Take responsibility for their own health, safety and wellbeing.
Undertake training and development activities as required.
Carry out any other duties reasonably commensurate with the level of the role.

Person Specification

Essential Criteria

<u>Skills, Knowledge and Experience</u>

- Experience working within the charity, voluntary, education, social enterprise or not-for-profit sector.
- Experience building new relationships, income streams, projects or initiatives with limited existing infrastructure.
- Experience working independently and using initiative to drive results in a growing or developing organization.
- Excellent written and verbal communication skills.
- Strong relationship-building, networking and stakeholder management abilities.
- Experience of writing successful funding applications, grant applications or bid proposals.
- Demonstrable success in generating significant income and delivering fundraising outcomes against agreed targets.
- Ability to identify, cultivate and develop partnerships that create sustainable funding and growth opportunities.
- Excellent attention to detail and the ability to produce accurate, high-quality work.
- Well organized, with the ability to manage multiple projects, competing priorities and deadlines.
- Confidence working independently and as part of a team.

- Strong IT skills, including Microsoft Office and experience of maintaining accurate records.

Qualifications

- Educated to GCSE level (or equivalent) in English and Mathematics.
- Evidence of continuing professional development relevant to fundraising, partnerships or business development.

Desirable Criteria

Skills, Knowledge and Experience

- Experience securing significant grant funding and delivering income growth against fundraising objectives.
- Experience establishing, developing or expanding a fundraising function within a growing organisation.
- Knowledge of trust and foundation fundraising.
- Experience developing corporate partnerships and sponsorship opportunities.
- Understanding of alternative education, SEND, youth, employability, wellbeing or community services.
- Experience planning and delivering fundraising events.
- Experience using CRM systems to manage fundraising pipelines, donor relationships and reporting.

Qualifications

Membership of the Chartered Institute of Fundraising.
Relevant fundraising, marketing, communications or business development qualification.

What Success Looks Like

- Strong relationships with existing and new funders, donors and supporters.
- A sustainable pipeline of funding opportunities.
- Enhanced awareness of Innov8 Workshops within the community.
- Increased grant and fundraising income.
- Growth in corporate partnerships and sponsorship opportunities.

Why Join Innov8 Workshops?

At Innov8 Workshops, young people and children are at the heart of everything we do. You'll join a passionate and supportive team committed to making a genuine difference to people's lives. We value creativity, collaboration and fresh ideas, and we'll support you to develop and grow in your role. Innov8 Workshops is committed to equality, diversity and inclusion and welcomes applications from all sections of the community.

Benefits:

- **Vitality Healthcare Plan** – GP appointments, talking therapies, eyecare and much more
- **Blue Light Card Discounts**
- **Charity Worker Discounts & Cashback Schemes**
- **Supportive, Values-Driven Culture** where you can make a real difference every day