

## ROLE PROFILE: Fundraising Manager

<b>Reports to:</b>	Fundraising Manager
<b>Department:</b>	Fundraising and Communications
<b>Direct reports:</b>	N/A
<b>Annual Leave</b>	25 days/year plus bank holidays. Your holiday entitlement increases by one day/year, up to a maximum of an additional five days (pro rata basis). Plus two wellness days.
<b>Pension</b>	Contribute 3% of your pre-tax monthly salary and we add an additional 6% to your contribution
<b>Salary and hours</b>	£40,000 p. a Full Time

### ROLE PURPOSE

The Fundraising Manager will play a critical role in maximising income for St George's Hospital Charity through the development and management of relationships with trusts, foundations, and corporate partners. This position requires a can-do, proactive attitude in securing unrestricted and restricted philanthropic support for key projects, particularly our Time For a Change fundraising appeal that aims to raise £5m to transform our children's wards at St George's Hospital.

You will be responsible for growing restricted and unrestricted income through the development of strategic, long-term partnerships with Trusts and Foundations and Corporate Partners that provide a sustainable source of income. Working closely with Head of High Value and Director of Fundraising and Communications the postholder will be instrumental in developing a strong and realistic pipeline prospects and securing regular five-six figure gifts. You will maintain £1.2m income/year with ambitions to grow this income to £1.7m/year from Trusts and Foundations and Corporate Partnerships over the next 5 years and by 29/30. The ideal candidate will be proactive and solutions focussed. They will have a proven track record of philanthropy including relationship management, proposal writing, budget development and collaboration with internal teams to communicate impactful fundraising appeal.

### MAIN DUTIES & RESPONSIBILITIES

#### Fundraising Responsibilities

- Develop a strong and realistic pipeline of Trusts and Foundations and Corporate Partnerships that align with our strategic objectives and fundraising appeals.
- Be proactive and ambitious supporting the growth of our income across Trusts, Foundations and Corporate Partnerships from £1.2m/year to £1.7m/year over 5 years.
- Develop and manage a robust income portfolio, researching prospects, making approaches, building relationships and submitting compelling proposals and application to Trusts and Foundations and Corporates.
- Build project budgets from scratch.
- Create tailored stewardship opportunities for funders which effectively communicate the difference their support has made. To include face-to-face meetings, hospital visits, written reports/digests and attendance at relevant events to strengthen relationships and enhance donor engagement.
- Provide regular progress reports to the Head of High Value and Director of Fundraising and Communications, highlighting milestones, KPIs, and potential risks to income generation.

### **Corporate Partnerships Management**

- Contribute to and implement the strategy for securing new corporate partnerships while maintaining and enhancing relationships with existing partners to ensure ongoing support.
- Develop creative and impactful partnership pitches and proposals to attract new corporate sponsors.
- Oversee account management plans for existing corporate partners, programming stewardship events, ensuring that reporting is undertaken, engagement is sustained and opportunities for growth are identified and acted upon.
- Work closely with senior volunteers and stakeholders to develop new business leads and maximise partnership potential.
- Collaborate with the Community & Events Manager to leverage corporate opportunities, turning local engagements into larger partnerships.

### **Trusts and Foundations Management**

- Build and maintain income from Trusts and Foundations using prospecting tools and desk-based research.
- Be proactive in approaches to Trusts and Foundations via phone and/or emails
- Develop creative and compelling approaches and applications that are tailored to charitable objectives of funders.
- Build project budgets and fundraising pipelines in line with funders requirements.
- Maintain and manage a calendar of activity for Trusts and Foundations to ensure we deliver an excellent level of stewardship including six-monthly updates and bespoke visits.

### **Research and Pipeline Management**

- Conduct thorough research to identify and qualify potential funders across trusts, foundations, and corporate sectors, maintaining a dynamic philanthropy pipeline.
- Monitor and manage progress through the pipeline, ensuring that prospects are appropriately cultivated and that targets for each stage of the portfolio are met.
- Ensure compliance with fundraising regulations and data protection laws throughout the prospect research and relationship management processes.

### **General Duties**

- Maintain accurate records of stakeholder communications in our Raiser's Edge database and activities in line with data protection obligations and best practices.
- Work with Finance to reconcile income.
- Participate actively in team meetings and contribute to the overall objectives of the fundraising department.
- Working with the Head of High Value ensure our offer to partners is accurately reflected on our website. This may include updating webpages.
- Supporting fundraising events.
- As and when required, provide front desk coverage, welcoming visitors and donors at the Welcome Office and serving as a friendly and helpful representative of the organisation.
- Engage in continuous professional development and participate in regular performance reviews.

This is not an exhaustive list of tasks. Duties may vary depending on Charity's needs.

## Person Specification

### Skills

- Exceptional relationship management and interpersonal skills, with the ability to engage stakeholders at all levels.
- Strong written and verbal communication skills, capable of producing high-quality proposals and reports tailored to diverse audiences.
- Excellent organisational and planning skills, with the ability to manage multiple priorities and meet deadlines.
- Proactive problem-solver who is confident speaking to stakeholders at all seniority levels.
- Strong excel and budget development skills.
- Ability to design creative assets for approaches, applications and stewardship e.g. pitch decks, executive summaries and reports in Canva and PowerPoint.
- Knowledge of Fundraising Regulator.
- Knowledge of best practice in income generation from Trusts and Foundation and Corporate Partnerships

### Experience

- Proven experience in generating six-figure gifts through trusts, foundations, and corporate partnerships.
- Proven experience account managing Corporate Partnerships and maximising their income potential through employee engagement and fundraising activities.
- Proven experience of achieving fundraising targets and setting and achieving Key Performance Indicators.
- Experience contributing to, and implementing Fundraising Strategies.
- Demonstrable ability to build and maintain strong relationships with funders and corporate partners.
- Experience in using CRM systems to manage donor relationships and track fundraising activities.

## STAFF BENEFITS

We offer a range of employee benefits including:

- Pension: contribute 3% of your pre-tax monthly salary and we add an additional 6% to your contribution
- Wellness days: you are entitled to two paid wellness days to focus on your wellbeing.
- Training and development: One-day (pro rata) per month to focus on your personal training and development
- Annual Leave: Enjoy 25 days holiday/year plus 8 bank holidays. This increases by one day per year, up to a maximum of an additional five days. This is on a pro rata basis.
- Enhanced maternity pay: Qualifying employees are eligible for enhanced maternity pay, calculated based on their current salary, after completing 52 weeks of employment.
- Extended time off: Employees with at least two years' service can take between 4 to 6 weeks off unpaid for activities such as travelling, studying, pursuing hobbies or caring for an independent.
- Shared parental leave: This lets parents share up to 50 weeks of leave and 37 weeks of pay after the birth or adoption of a child.
- Season ticket loan: spread the cost of your commute with our season ticket loan.
- Employee Assistance Programme: Our health assured EAP offers confidential support and advice on a range of personal and professional areas including mental health, financial concerns and wellbeing.
- Blue Light Card: enjoy discounts both online and in store across various outlets.