

Job Description

Job Title	Fundraising Manager
Service/Department	Income Generation and Engagement
Salary	£37,128 per year
Hours	37.5 hours Monday- Friday – Flexibility is required, (Role holder manages their own diary – and we are happy to discuss flexible hours with candidates.)
Base	Hybrid with frequent travel across Mid and North East Essex. (Base in one of the offices Chelmsford, Colchester and Clacton)
Responsible to	Head of Income Generation and Engagement

Job Summary:

Mid and North East Essex Mind have a brand-new role and an exciting opportunity for someone who is driven to achieve results and has demonstrable experience in fundraising and developing outstanding relationships with donors and fundraisers.

You will work closely with the senior leadership team to ensure the development and growth of the charity in line with objectives and income aspirations outlined in the strategic and operational plans.

You will play a key role in developing and implementing the charity fundraising strategy across all income streams including community, events and corporate, training, grants and trusts, supporting the growth of the organisation along with services delivered across both Mid and North East Essex. You will be leading and motivating a small team consisting of Corporate Partnerships Manager and a Community & Events Fundraiser and working alongside other colleagues in the income generation and engagement team.

You will have relevant experience in a charity environment, with at least three years working in fundraising and be able to demonstrate previous success in generating income and achieving targets.

You will be an exceptional communicator with the confidence to work on your own initiative and to build relationships with internal and external stakeholders.

Key Responsibilities:

Fundraising Strategy: Support the design and delivery of the charity fundraising strategy across all channels including Community, Corporate, Events/Challenges, Grants & Trusts, In Memory and Legacy fundraising income streams.

Delivering Income Targets: Drive all income channels to achieve the stretching charity income targets through fundraising, services and training.

People Management: Motivating and managing a small fundraising team ensuring that all HR/organisation procedures are followed, and that your team feel supported to deliver results whilst promoting wellbeing.

Supporter Stewardship: To ensure we provide our supporters and donors the highest standard of service when choosing to support our charity to ensure a memorable experience and retention of supporters.

Grant & Trust Applications: Develop funding propositions and cases for support to meet priorities and support the new charity services, working closely with the Business Development Manager and Senior Leadership Team.

Partnerships: Represent the organisation at events, networking and meetings to ensure our part in the mental health eco system of Mid and North East Essex on behalf of CEO and/or Head of Income Generation and Engagement.

Event Management: To develop the charity headline fundraising event programme ensuring the successful operational delivery and financially viable events.

Fundraising Policies and Process: To ensure we are compliant and up to date with all fundraising policies and regulations

Other: Working within professional boundaries and adhering to policies and procedures. Perform other duties that are within the scope, spirit and purpose of the job and as requested by the Head of Income Generation and Engagement and the CEO.

Organisational values: *Post-holders must demonstrate the following:*

Value	Phrase
Listening	We listen to the needs of our wider community and each other – actively engaging, learning and sharing every day
Co-Producing	We believe that the people affected by a service are best placed to help design it and reach collective outcomes together
Trusted	We build trust in our communities by consistently delivering high quality services and being honest in everything we do
Inclusive	We develop inclusive services and support that respect the diversity and dignity of everyone in our communities
Innovative	We explore new ideas and ways of working to build a culture that embraces innovation, excellence and creative solutions
Supportive	We foster a culture of empathy, respect and open communication to support our communities and each other

Person Specification
POST: Fundraising Manager

Category	Essential	Desirable
Education & Qualifications	<p>Good level of education to enable effective verbal and written communications and credibility.</p> <p>Evidence of continuing professional development and a willingness to learn</p>	Professional Fundraising qualification
Experience of	<p>A minimum of 3 years in a professional fundraising role within a charity.</p> <p>Leading and managing a team</p> <p>Leading / managing complex projects</p> <p>Setting budgets and objectives for a broad range of income streams.</p> <p>Development and implementation of a fundraising strategy</p> <p>Meeting or exceeding stretching income targets.</p> <p>Managing events from operational aspects through to the recruitment of supporters</p> <p>Dealing with and managing confidential and sensitive information</p> <p>Compiling compelling funding/grant applications or proposals and experience of the full procurement process</p> <p>Using a CRM platform to record supporter data</p> <p>A good understanding of fundraising platforms e.g. Just giving</p> <p>Managing a budget and adapting financial information for different audiences</p>	<p>Designing / implementing services and/or projects with multiple parties and partners</p> <p>Worked for a charity in the field of mental health</p> <p>Managing a wide range of income streams</p> <p>Experience of using donor CRM systems for reporting</p>
Skills, Abilities & Knowledge	<p>Ability to spot and explore opportunities creatively working within parameters.</p> <p>Ability to motivate staff and influence key stakeholders and partners</p> <p>Excellent organisational and planning skills</p> <p>Strong presentation, influencing, coaching, negotiation and communication skills, in both oral and written forms.</p> <p>Highly effective at prioritisation, able to manage multiple projects.</p> <p>Able to analyse and evaluate data</p> <p>Well-practiced and effective at identifying risks and acting upon early warning signs of emerging issues.</p> <p>A good understanding of the charity sector fundraising legislation</p> <p>Knowledge of the General Data Protection Regulation</p>	Knowledge of the Health and Mental Health eco system in Mid and North East Essex

Personal Characteristics	Bold and Creative Honest and courageous Compassionate Tactful and diplomatic Self- motivated Team player	
Other	Car driver Flexible- some evening and weekend work will be required	