

Fundraising Manager



Job Description

Salary:	£35,640 – £40,640 FTE
Contract:	Permanent, full time or part-time (minimum 0.8FTE)
Hours:	29 – 36.25 hours per week (0.8 – 1FTE)
Location:	Remote, Hybrid or Office-based (Kendal) available. If remote, there would be an expectation to attend the office for a minimum of 2 weeks during the induction process, and thereafter at least 3 days per month.
Reporting to:	Head of Business Development
Responsible for:	2 x Trust & Foundation Fundraisers (1.6FTE) 1 x Community Fundraiser (0.6FTE) 1 x Individual Giving Fundraiser (1FTE)

The focus of this role will be to lead and continuously develop our Fundraising income generation to support our mission of creating change, one adventure at a time. The post holder will lead our small but growing Fundraising Team, develop and monitor mid- and long-term fundraising strategies, and drive the growth of our new Major Donor programme.

Key Responsibilities:

Line Manage the Fundraising Team

Currently consisting of 4 individuals (3.2FTE), you will encourage the development of the teams' key fundraising skills and support them in all areas of their work (currently spanning individual giving, community fundraising and Trust & Foundation fundraising). Provide individual support and feedback, assign tasks, and supervise progress of the team.

Lead on our Major Giving Programme

You will lead on the development and growth of our Major Giving Programme, focussing on High-Net-Worth Individuals. Working with other staff and departments where needed, you will develop and steward a strong pipeline of major donations for both restricted and unrestricted projects.

Support the long-term development of fundraising at Bendrigg

Work with the Head of Business Development to develop and execute a long-term strategy for fundraising growth. This will include proposing well researched and innovative new ideas as well as developing the long-term sustainability of existing fundraising streams.

Build excellent relationships

Steward positive, on-going relationships with key internal and external contacts. You will provide tailored relationship management and engagement opportunities for key supporters. Internally, you will work collaboratively with Bendrigg staff across all departments, deputising for the Head of Business Development where necessary.

Oversee all voluntary income generation activity

Instil an open, honest and respectful culture within the fundraising team, ensuring that all fundraising activity complies with the Fundraising Code of Practice, Bendrigg policies and relevant legislation. Prepare and manage the fundraising budget.



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Ensure annual income targets are met

Working closely with the Head of Business Development, ensure consistent monitoring and reporting of fundraising performance against targets, introducing appropriate measures where necessary to ensure overall fundraising targets are met.

This is not an exhaustive list, and you will be able to undertake such duties as may reasonably be expected, within the scope and rank of this post.

Person Specification:

It is expected that the post holder will have the following: (E) = Essential (D) = Desirable

Experience

- A minimum of 3 years' experience in fundraising (E)
- Track record of generating significant revenue through fundraising (E)
- Track record of personally soliciting and securing philanthropic gifts (D)
- Experience working with Major Donors / High-Net-Worth Individuals including initiating new donor relationships (D)
- Previous experience of successful team leadership and budgetary control (D)
- Familiarity working both on a strategic and tactical level, with demonstrable ability to make sound decisions (D)

Knowledge

- In-depth knowledge of the charity sector, in particular fundraising, including the relevant legislation / charity law affecting fundraising best practice (E)
- Knowledge of data protection and GDPR requirements (E)
- Good understanding of the benefits of outdoor education (D)
- Good understanding of disability / accessibility and inclusion (D)

Skills

- Proven all-round IT skills ideally including Microsoft 365 and CRM databases (E)
- Can demonstrate flexibility and adaptability in approach (E)
- Strong interpersonal and relationship management skills, with the ability to communicate effectively with a diverse range of individuals (E)
- Excellent written and presentation skills, with the ability to tailor content for different audiences (E)
- Strong prioritisation and time-management skills; ability to successfully manage a full-workload with limited supervision and evolving priorities (E)
- Good analytical and research skills (D)

Personal Attributes

- Approachable, friendly, open, and honest (E)
- Resilient and enthusiastic. Must be highly driven (E)
- Have a passion and empathy with the mission and values of Bendrigg (E)
- Good attention to detail, with high levels of accuracy and excellent record keeping (E)
- Commitment to quality and continual improvement (E)

Other

- A full, ideally clean, driving license (Bendrigg is situated in a rural location with no public transport links. Whilst a driving license is not essential, the post holder will be responsible for getting to site on required office days). (D)

The logo for Bendrigg, featuring the name 'Bendrigg' in a stylized, cursive green font. A thick green horizontal line is positioned below the text, extending across the width of the page.