



JOB DESCRIPTION

Job Title:	Fundraising Manager
Hours:	21 hours per week
Pay range:	£30,000 - £34,000 pa (pro rata)
Contract term:	Initially for 12 months with potential to extend
Line Manager:	CEO
Location:	Remote (or hybrid) working with occasional visits to our site in Mirfield including travelling to meet funders/donors

About Northorpe Hall Child & Family Trust

We are a charity based in Kirklees, West Yorkshire with a commitment to working with and supporting children and young people under the age of 25 who are facing disadvantage in their lives.

A large part of our work involves supporting the mental and emotional health of children and young people including supporting families where this will positively impact on young people's mental health and well-being.

We deliver support, services, activities and events from our beautiful buildings and grounds in Mirfield. The site provides safe and therapeutic spaces which promote wellbeing as well as hosting weddings and events in the Northorpe Barn.

We are a dynamic and friendly organisation dedicated to improving the lives of children and young people and looking for people who share our passion for improving young lives.

The role

This is a pivotal and exciting new role, with huge scope and freedom to diversify and generate income for the Trust. You will be responsible for building up a strong and sustainable supporter base by working with a range of funders including trusts, foundations and corporate sponsors, building and maintaining relationships that last.

We are looking for someone with experience in generating income and our ideal candidate will be creative, proactive, dynamic, determined and enthusiastic. The role requires excellent engagement and communication skills, both to help raise the profile of the Trust (and the important work we do) and to win the hearts and minds of a range potential donors from individuals through to corporate and charitable foundations.

You will be passionate about improving the lives of children, young people and families and use this platform to draw in funding from a range of sources whilst sharing stories of the impact fundraised income is making. By joining us you will truly help to improve young lives.

Key responsibilities

Fundraising & Income Generation

- Lead on design and implement a fundraising/ income generation strategy for the Trust, aligned to our vision, values and strategic objectives
- Research, identify and build strong and sustained relationships with corporate and community partners including individual donors and grant makers.
- Work closely with the CEO and colleagues to write compelling, concise, well-presented, tailored proposals in response to funding opportunities
- Develop and implement online fundraising campaigns using our website, social media and other platforms to generate income e.g. Just Giving, Crowd funding
- Organise fundraising events and ensure Trust presence at external events to increase awareness of our work and attract new supporters.
- Establish and maintain a supporter database ensuring funder and donor stewardship practice remains effective where sponsors and supporters are thanked, valued, and provided with updates on the work of the charity and impact of their support.
- Achieve income targets across all fundraising disciplines, in particular developing strategies to maximise unrestricted income and report on progress against targets.
- Undertake continuous review of income generating strategies and progress to improve our fundraising capabilities.
- Ensure compliance with Fundraising Regulations, Data Protection and GDPR across all fundraising activities.

General requirements

- Establish excellent relationships with staff, trustees, volunteers and external stakeholders
- Proactively grow knowledge and awareness of the children's mental health sector and the Trust for use across fundraising activity.
- Keep up to date with fundraising guidelines, communications trends/best practice, incorporating new initiatives as appropriate into plans.
- Contribute to the safe and effective running of Northorpe Hall Child and Family Trust.
- Share skills and knowledge with colleagues.

Undertake other duties as instructed by the CEO.

About you

We are looking for an experienced, can do, proactive, energetic individual for this role. You will have experience of successfully developing, planning and delivering against an agreed fundraising strategy including successful track record of achieving income targets.

With excellent communication skills and an approachable manner, you will be confident and diplomatic in reaching out to secure new charity partners, funders and sponsors. You will be experienced in identifying and realising funding opportunities whilst ensuring relationships are central to sustained support for the charity.

If you feel this is the right opportunity for you, make sure you reflect the requirements below in your application.

Experience/ Skills/ Abilities

- Have three or more years experience of fundraising and income generation
- Track record of successfully meeting and exceeding fundraising/ income generation targets
- Experience of developing strong partnerships, particularly with Corporates, Trusts & Foundations, Major Donors
- Evidence of developing successful fundraising applications to trusts, foundations, grant funders
- Experience of networking and growing a supporter base evidencing the ability to listen, engage, build and sustain relationships with a wide range of stakeholders.
- Evidence the ability to create clear and compelling fundraising campaigns for different audiences
- Demonstrate the ability to create content for digital platforms to extend reach and profile
- Ability to spot needs and opportunities as they emerge, converting these into actionable fundraising plans where appropriate
- Organisational, planning and project management skills
- Good financial management and budgeting skills
- Experience in the use of a fundraising CRM database
- Effective research skills, including identifying and monitoring potential funders
- Exceptional negotiating, diplomacy and people skills
- Emotionally resilient, motivated and comfortable working with autonomy

Desirable criteria

- Experience of working in a setting supporting children, families or vulnerable adults
- Have confidence and the ability to learn and work with different software packages

General requirements

- Role will require successful Disclosure and Barring Service (DBS) check
- Demonstrate commitment to safeguarding children and be willing to undertake Safeguarding training to level 1
- Eligible to work in UK
- Enthusiastic, self-motivated and supportive of the aims of the charity
- Be able to work evenings and weekends as required and/or additional hours in busy times

How to apply

If you think this sounds like you and you would like to join Northorpe Hall as our new Fundraising Manager, please apply via our website link <https://www.northorpehall.co.uk/work-us> as soon as possible.

Closing date - 28th April 2024

Interviews will be held on Friday 3rd May 2024 and will include a site tour as well as formal interview process.

We encourage applications from all suitably experienced individuals, regardless of their race, gender, biological sex, disability, religion/belief, sexual orientation or age.

Thank you for considering this opportunity.

Dipika Kaushal
CEO