

COTSWOLD LAKES TRUST

Fundraising Manager

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Fundraising Manager
Terms:	22.5 hours/week Permanent
Salary:	£34,000-37,000 per year depending on experience (pro rata - part time).
Based at:	Cotswold Lakes Trust Offices Cotswold House, Manor Farm, Down Ampney nr Cirencester, GL7 5QF
Managed by:	Development Consultant and Executive Chairman
Closing date for applications:	5pm on 14th July 2025
Interview Date:	[TBC]
For more information contact:	Matthew Millett (Development Consultant) matthew.millett@cotswoldlakestrust.org

1. Job Purpose

Cotswold Lakes Trust is looking for an experienced Fundraising Manager to coordinate and manage our fundraising activities. This is an exciting role with real purpose, helping us build a sustainable funding future that supports our mission and delivers long-lasting benefit to the Cotswold Lakes. You'll be assisted by two external consultants (combined input circa. 7 days a month).

The Fundraising Manager will be instrumental in coordinating the Trust's varied fundraising efforts, these include large grant applications for capital projects, corporate donations and individual giving. They will play a key role in developing a fundraising plan that supports the Trust's objectives. They will be responsible for trust and grant funding applications as well as identifying new potential sources of income and maintaining a pipeline of funding opportunities. They will prioritise funding to support existing activities, and work with budget holders to develop potential funding bids.

2. Job role and background

Cotswold Lakes Trust is a charity dedicated to the conservation and enhancement of the Cotswold Water Park for the benefit of wildlife and people.

Cotswold Lakes comprises over 180 lakes and stretches across 42 square miles. It straddles three counties and contains four local authorities.

Cotswold Lakes is an important site for wildlife with 35,000 wintering and breeding waterbirds, aquatic plants, Black Poplars, bats, mammals, and floodplain grasslands. In January 2021, the Cotswold Lakes was recognised nationally as a Site of Special Scientific Interest (SSSI) it also meets the criteria to be recognised as internationally important for water birds.

Cotswold Lakes is also an important site for people, around 20,000 people live within the area and in addition approximately 1 million visitors visit and stay in the area to pursue water-based activities and to informally access this landscape.

This is the first time Cotswold Lakes Trust is recruiting for a dedicated in-house fundraiser role. Currently, approximately one third of the Trust's income is from grants and donations; our key funders include various Landfill Communities Funds and Lottery Funds, more information can be found on our latest [Impact Report](#).

Personal Outlook: The post-holder must have a strong commitment to the charitable aims of the Cotswold Lakes Trust and a desire to make a real positive difference to the Cotswold Lakes, please see our [Case for Support](#) and [Impact Report](#).

This role is suited for someone target driven, with excellent writing skills and great attention to detail. They will be working closely with the Trust's Development Consultant, an external fundraiser, and other key staff. The post holder will be responsible for building on a strong foundation of support from Trusts, Foundations and other grant-making bodies, will cultivate and develop strong relationships with grant-givers to grow our income and support our organisational aims. The post holder will also assist with developing other sources of income such as Corporate Donations and Major Donors.

The Trust employs a small team of staff based at its offices near Cirencester and is governed by a board of seven trustees.

3. Key tasks and responsibilities

1. Responsible for raising funds to deliver Cotswold Lakes Trust's fundraising plans.

2. Work to develop and implement a fundraising plan that is ambitious and achievable, incorporating trust/foundation funding, corporate and individual giving and event fundraising.
3. Play an integral role in the Trust plans for the development of its major asset – Cleveland Lakes (for more information on the Cleveland Lakes project please see <https://cotswoldlakestrust.org/cleveland-lakes>). Assist with the fundraising element of this project, working with colleagues as appropriate for a coordinated approach.
4. Develop and lead on particular fundraising campaigns, including digital campaigns, bespoke fundraising events and communications.
5. Be an advocate for the Trust's fundraising efforts and be able to equip colleagues to understand the importance and potential of fundraising within their sphere of work.
6. Work with the Trust's Events and Administrator Manager to maximise all opportunities for fundraising as part of events.
7. Develop and manage corporate and individual supporter schemes.

4. Key result areas

The successful delivery of CLT's annual fundraising plan.

5. Reporting arrangements

1. The post will report to the directly to the Development Consultant.
2. The post will be responsible for the line management of staff and volunteers and contractors if appropriate.

6. Person Specification

Essential:

- Previous experience in a similar fundraising role.
- Demonstrable capacity to raise funds from trusts and foundations.
- Exceptional communication skills, together with a confident and professional approach.
- Self-motivated whilst understanding the importance of working as part of a team.
- Sympathetic towards and supportive of the mission and values of Cotswold Lakes Trust.
- High level of administrative competence and comfortable handling and reporting on financial information.
- The ability to establish and maintain good working relationships with a range of people including staff, volunteers and external organisations.
- Willingness to work flexibly, including evenings, weekends and public holidays as required.
- Experience of working towards and delivering against an agreed financial target.

7. Conditions of Service:

- **Part-time**
Permanent contract, subject to six-month probationary period.
- **Flexibility**
There will be a requirement to work flexibly and attend activities in the evenings, weekends and bank holidays.
- **Pension**
Matched contribution of up to 5% of salary towards pension scheme, subject to completion of probationary period.
- **Holiday entitlement**
24 days plus statutory holidays, pro-rata for part time posts.