



Job Title	Fundraising Manager
Salary	£36,000 - £38,000 dependent on experience
Hours of Work	35 hours
Accountable to	CEO
Liaison with	CEO and Senior Leadership Team and colleagues across the charity.
Job Purpose	<p>This is an exciting opportunity to lead income generation at a pivotal moment for the Abbey Centre.</p> <p>As Fundraising Manager, you will be the strategic and operational lead for income growth, shaping and delivering a dynamic fundraising function that supports the charity's evolving vision and future development.</p> <p>You will drive a diversified income strategy, strengthen existing streams, and develop new opportunities, helping to build long-term sustainability, resilience, and unrestricted income.</p> <p>This is not a "steady state" fundraising role. We are looking for someone motivated by the opportunity to build, shape and develop an approach - not simply maintain one..</p>

Strategic Income Development

- Lead the development and implementation of a clear, ambitious and adaptable fundraising strategy aligned with the charity's evolving organisational plans.
- Build and maintain a robust, prioritised fundraising pipeline across a diverse range of income streams.
- Identify and develop new opportunities, particularly where capacity, systems or approaches should change to maximise impact and sustainability.
- Create and maintain fundraising collateral.

Research and Prospect Development

- Shape and build a sustainable pipeline of income opportunities, determining where effort should be focused to maximise long-term impact and unrestricted growth.



- Regularly review and refine the funding mix to ensure it reflects organisational priorities and financial resilience.

Funding Applications

- Prepare and submit high-quality funding applications to trusts, foundations, statutory bodies and corporate partners.
- Develop proposals for service level agreements, contracts and sponsorship arrangements where appropriate.
- Ensure all funding applications operate on a full cost recovery basis, including appropriate contributions to core costs and overheads.
- Work with colleagues to ensure funding proposals are realistic, strategically aligned and financially sustainable.

Individual Giving & Corporate Partnerships

- Design and deliver a diversified individual giving programme, including public donations, digital giving, community fundraising, legacies and crowdfunding.
- Develop and strengthen relationships with corporate supporters, building meaningful partnerships that align with organisational values.
- Build long-term supporter engagement strategies to grow unrestricted income and donor retention.

Relationship Management & Stewardship

- Manage relationships with past, current and prospective funders and supporters to maximise long-term engagement and income.
- Ensure timely, high-quality reporting and stewardship.
- Develop engaging communications that clearly demonstrate impact and value for money.

Financial Planning & Organisational Awareness

- Work closely with the CEO and senior colleagues to develop and maintain accurate income forecasts.
- Maintain strong awareness of the charity's financial position, including cash flow and reserves requirements.
- Contribute to building financial resilience, including supporting income growth that strengthens unrestricted reserves.



Data, Systems & Compliance

- Maintain accurate and up-to-date records of funding pipelines, applications and stewardship activity.
- Ensure compliance with data protection legislation and ethical fundraising standards.
- Use systems and processes effectively to improve efficiency and strategic insight.

Leadership & Collaboration

- Support the CEO and Senior Leadership Team in preparing reports and updates for the Board of Trustees and external stakeholders.
- Attend and contribute to relevant internal and external meetings.
- Contribute positively to a culture of innovation, collaboration and continuous improvement.
- Actively promote and uphold the charity’s policies and procedures, including safeguarding, equal opportunities, health and safety and data protection.
- The responsibilities outlined above may evolve over time in line with organisational development and strategic priorities.

Person Specification:

We value impact and potential as much as length of service; applicants may come from a range of professional backgrounds and levels of seniority.

Person Specification:	Applica tion	Interv iew	Essenti al / Desir able
EXPERIENCE			
Proven experience securing income from one or more of the following: trusts and foundations, statutory bodies, corporate partners, major donors or individual giving.	✓	✓	E
Demonstrable success in writing compelling funding applications or proposals that have secured significant income.	✓	✓	E

Experience managing relationships with funders or supporters and delivering high-quality reporting.	✓	✓	E
SKILLS AND COMPETANCIES			
Strategic thinker with the ability to translate vision into deliverable plans.	✓	✓	E
Strong financial awareness and understanding of full cost recovery principles.	✓	✓	E
Excellent written and verbal communication skills.		✓	E
Confident relationship builder, able to communicate effectively at all levels.	✓	✓	E
Self-motivated, organised and able to prioritise workload independently.	✓	✓	E
Comfortable working in an evolving environment and shaping a developing function.	✓	✓	E
Excellent IT skills, including Microsoft Office.		✓	E
VALUES AND ETHICS			
Be aligned with The Abbey Centre's values of being dedicated, collaborative, welcoming, responsive and adaptable		✓	E



A good team player		✓	E
A commitment to focusing on people's strengths		✓	E
Accurate, efficient and able to prioritise and manage own time effectively		✓	E
Ambition to develop, learn and grow, with a desire to take on additional responsibilities in time		✓	E
Good instincts for setting own workload, with the ability to know when to ask for support and guidance		✓	E

Staff benefits for working at The Abbey Centre:

- Subsidised lunch
- Interest-free season ticket loan/ bicycle loan scheme
- 23 days annual leave (plus public & statutory holidays) and 3 days off inbetween Christmas and New Year
- Contributions of 6% of salary into stakeholder pension scheme, when matched by 3% personal contributions.