



Job Description

Fundraising Manager

Responsible to: Director of Supporter Engagement

Location: Hybrid working – at least 2 days in the office

Line Management responsibilities: Fundraising and Communications Assistant

Job purpose

Responsible for managing the fundraising team

Work with the Director of Supporter Engagement on implementing strategies, plans and budgets for income and expenditure

Responsible for annual income and expenditure budgets and meeting targets

Key Responsibilities

- Support the expansion of Grant Income (Trusts, Statutory) for the organisation
- Create a plan to develop fundraising income from corporates, individuals and community and events activities
- Manage and support the fundraising team and ensure that KPIs and agreed targets are met
- Work with the Director of Supporter Engagement on recruitment for new fundraising positions
- Work with colleagues across all Stoll teams/departments to develop tailored communications and marketing plans for key projects, agreeing and monitoring against KPIs
- Support the development of case studies for funding applications for revenue and capital projects
- Manage the fundraising administration function, working with fundraising and communications team members and the finance team

- Ensure the fundraising database is kept up to date
- Work with the Communications and Marketing Manager on case studies and wider communications to support applications and reports
- Provide regular updates and reports on progress against targets for quarterly board meetings
- Build relationships with funders across all income streams
- Stay informed on key trends and best practice in fundraising

In a team and with others

Contribute to developing – and subsequently work towards – clear work plans for communications activity

Contribute positively to working in a team and across Stoll

Maximise own personal development by positively contributing to induction, supervision, training, appraisal and team meetings

Support the smooth running of major events by working with appropriate colleagues across Stoll

Act in a professional manner whilst on duty and when representing Stoll

Financial Management and Control

Work within established budgets, contribute to budget planning and maintain accurate financial records

IT, record keeping, data management

Ensure that the databases and other written documents are accurate, kept up to date and regularly reviewed.

Maintain confidentiality of records and information relating to donors, beneficiaries and staff in accordance with Stoll's Confidentiality Policy and Data Protection Policy.

Quality and regulatory compliance

Understand and work within the frameworks of the Chartered Institute of Public Relations and relevant legislation relating to this area of work.

Understand and work within the legal framework in which Stoll provides housing and support to beneficiaries.

Health and Safety

Work in accordance with Stoll's Health and Safety policy and legislative requirements for health and safety and report any accidents or potential accidents and near misses.

Equality and diversity

Manage and maintain working practices in accordance with the principles and practice of equality and diversity, taking account individual needs and requirements

Other

Carry out any other duties as required by the Director of Supporter Engagement, Chief Executive or Members of the Executive and Senior Management Team / Communications Consultants as appropriate.

Person Specification

Job-Specific Competencies

Essential Experience

Experience of managing a fundraising team, including developing individual skills within the team

Experience and understanding of all areas of fundraising

Demonstrable success in bring funds in from a range of funders, supporters and individuals

Strong interpersonal skills and communications skills, with the ability to build relationships across all areas

Excellent writing skills and the ability to write compelling fundraising appeals, applications and communications

Demonstrable experience of working on a number of different projects at the same time

Preferred experience

A good understanding of issues affecting veterans and a real passion for supporting veterans causes

