



Thank you for your interest in the role of Fundraising Manager here at Special Stars Foundation.

**Who we are:**

We are a CIC registered organisation providing inclusive activities for children and adults with special educational needs and/or disabilities in Hull and East Yorkshire. We have a small team of 12 based in Princes Quay, Hull where we have a retail unit with an extensive range of sensory equipment along with a large sensory room which is available for families and individuals to book on a private session basis.

We offer inclusive activities and events from our Activity Unit alongside the Retail Unit and offsite working with several other providers in the locality. Further information can be found on our website [www.specialstarsfoundation.co.uk](http://www.specialstarsfoundation.co.uk) or on our Facebook profile.

**About the role:**

Following a period of transformation, the organisation is ready to move forwards, to expand its services with a proactive, professional internal team. We are therefore seeking an experienced Fundraising Manager who has fundraising knowledge along with the passion and dedication to be part of the management team and lead, with support from the CEO, on all regional fundraising. We would also welcome someone with transferrable skills looking to move into fundraising. The organisation has tremendous potential from a strong base to reach out and support more service users and their families in its next chapter and hence this is an exciting time to join the charity and shape the fundraising portfolio to help realise that potential.

If you do have any questions or require any further information, please contact Louise Miles, Chief Executive Officer [louise.miles@specialstarsfoundation.co.uk](mailto:louise.miles@specialstarsfoundation.co.uk) or tel 07955 285881.

If you do think this is the role for you then please submit your CV and covering letter via the Charity Jobs website. Please note, this role is subject to an enhanced level DBS and flexible working may be considered.

Application deadline: midday Tuesday 25<sup>th</sup> March 2025

Interviews: First interview week beginning 31<sup>st</sup> March, 2<sup>nd</sup> interview week beginning 7<sup>th</sup> April

Registered Charity Number: 1156237

**ROLE DESCRIPTION: FUNDRAISING MANAGER**

**Hours and Salary**

This is a part-time role working Monday to Friday (32 hours per week) £24,000 (£30,000 FTE). Occasional week-end and evening work may be required.

## **Location**

Based at Special Stars Foundation, 3rd Floor, Princes Quay, Hull with some travel in Hull and East Yorkshire.

## **Overall Purpose of the Role and its Primary Objectives**

### **Key Responsibilities and Duties**

- To act as a strong advocate for Special Stars Foundation and the human rights and equality of people living with disabilities.
- Responsible for supporting the development of the fundraising income strategy to grow income to £150k+ per year.
- Lead in implementing the operational plan for our fundraising income.
- Lead the planning, development and delivery of new fundraising income streams e.g. local corporate, trust funding, community, that will resonate with stakeholders.
- Work collaboratively with colleagues to develop and drive forward promotion of fundraising to reach existing and new audiences, including developing content for social channels, e-comms, webpages and fundraising packs.
- Lead on establishing a network of community fundraisers and providing excellent supporter care and timely communication.
- Evaluate fundraising income streams regularly and make changes when necessary.
- Act as spokesperson/ ambassador for Special Stars Foundation attending awareness raising events, fundraising events as required (shared with other members of staff and other trustees).

### **Leadership, management and collaboration**

- To lead the fundraising programme in line with Special Stars Foundation values and organisational culture.
- Support the CEO and contribute to planning and strategy development of the fundraising income and charity as a whole.
- Line management of one part-time Fundraising support role with responsibility for operational delivery and performance management including: 1-2-1 meetings, appraisals, day-day performance management against KPI's, motivation and objective setting.

### **Governance & reporting**

- Manage the overall budget with support from the CEO for fundraising, including monitoring of income and expenditure against budget.
- Setting, measuring, and reporting against agreed KPIs.
- Ensure accurate financial and supporter records are maintained and accessible.

- Ensure all relationships comply with relevant charity law, GDPR requirements and Special Stars Foundation Policies.

### **General duties**

- All colleagues are required to act responsibly in terms of the health, safety and welfare of yourself and colleagues in accordance with our Health & Safety Policy and Procedures, and the policies as set out in the charity.
- The duties and responsibilities highlighted in this Job Description are indicative and may vary over time.
- Postholders may be requested to undertake other reasonable duties and responsibilities relevant to the nature, level and scope of the post as advised by their Line Manager.
- Willingness to undertake work outside of normal office hours e.g. the occasional evening or weekend, and to travel as required within the Hull and East Yorkshire region.

## **PERSON SPECIFICATION: FUNDRAISING MANAGER**

### **Knowledge and experience (what you'll know)**

#### **Essential**

- Fundraising experience in building strong relationships with funds and donors to ensure large and long-term support.
- Significant experience as a successful fundraiser, with a track record in securing and maintaining funding from a range of sources e.g: public sector bodies, trusts, companies, individuals and events.
- Experience of developing and leading on annual operating plans in line with strategic goals.
- Good knowledge of and experience of working with CRM databases including the collection and storage of data in line with GDPR.
- Sound knowledge of current fundraising trends and knowledge of fundraising policies, procedures and legalities.
- Experience and working knowledge of safeguarding children and vulnerable adults.

#### **Desirable**

- Experience of building relationships to work in collaboration with other service providers and charities throughout Hull and East Yorkshire.
- Can successfully set and manage multi-year budgets.
- Project management experience, able to plan and deliver within set timescales.
- Can demonstrate your line management experience.

## **Skills & abilities (how you'll do it)**

### **Essential**

- Empathy and social skills to build effective working relationships with others including service users, carers, funders, supporters, team members and volunteers.
- Excellent interpersonal skills including relationship building, influencing and negotiating with a wide diverse audience.
- Excellent communications skills, both written and oral, with a flexible approach to suit the audience. The ability to deliver clear messages and to advocate for the charity and its work in both formal and informal settings.
- Able to take responsibility for delivering against objectives and monitor and evaluate operational and financial plans.
- Strong planning skills and the ability to manage a varied and busy workload while meeting tight deadlines.
- Self-motivated and able to demonstrate creativity, initiative and work proactively.
- Ability and confidence to represent the organisation with potential and existing supporters.

### **Desirable**

- Strong IT skills, including MS 365 tools (Teams, SharePoint, One Drive etc.) Word, PowerPoint, Excel etc.
- Understanding of social media in a fundraising environment.

## **Personal Qualities (what you'll bring)**

- A personal style in line with our values and our commitment to equality, diversity and inclusion.
- An innovative and creative thinker who is quick to generate solutions and ideas.
- Comfortable with change, with a flexible and adaptable approach to work, with good prioritisation skills.
- Comfortable and capable when working independently and on own initiative.
- Motivated and focused in both the home working and busier working environments.
- A positive, optimistic, and ambitious vision for the future of Special Stars Foundation Fundraising.
- Collaborative and team-oriented approach, with the ability to work effectively with colleagues across activity, retail and fundraising at Special Stars Foundation.

**Thank you for your interest, we look forward to receiving your application.**