



## Fundraising Manager (Trusts & Foundations) Job Description

*A great opportunity for a passionate Trust Fundraiser to join our exciting and dynamic team in beautiful countryside and be part of a growing national charity, transforming the lives of young people at risk of social and academic exclusion.*

<b>Salary:</b>	Pay Band M2, £32,000- £36,000 pro rata, depending on experience
<b>Location:</b>	Could be based at any of our Farms in Bath (HQ), Sussex, Herefordshire, Monmouthshire and Yorkshire, with flexibility for regular travel to Bath. Some home working considered.
<b>Job Type:</b>	Permanent, 5 days a week (4 days considered)
<b>Reports to:</b>	Head of Fundraising
<b>Direct reports:</b>	None

### About Jamie's Farm

Jamie's Farm transforms the lives of young people who aren't thriving at school or home, through providing our unique programme involving '*farming, family, therapy & legacy*'. Since our inception we have experienced transformational growth, expanding from one Farm to five and supporting more than 13,000 young people across England and Wales. We have an ambitious strategic plan over the coming years, including opening two more residential Farms in the next two years, improving the practice of education professionals and becoming a leading voice in advocating for the needs of young people which are ever-growing in the face of today's societal challenges.

Having grown our income significantly since starting, we are looking for a Fundraising Manager who can help us continue to grow our income specifically from trusts and foundations and contribute towards a resilient, sustainable organisation. You will help us nurture and realise the full potential of our existing partnerships, which currently raise c£800k per annum, and build new ones. With powerful impact data, engaging case studies and strong evidence of the need, Jamie's Farm is a joy to fundraise for.

This role is a key part of our small but dynamic fundraising team. As with all small charities, you will have to wear several hats, but you will be in a well-resourced fundraising environment with the backing of Co-CEOs who understand the importance of fundraising and make themselves available to support it.

## Personal Specification

We are seeking an experienced and hardworking individual who can play a significant role in meeting our growing targets. You will be able to hit the ground running; taking ownership of our many existing partnerships whilst using your initiative to develop and deliver new ones. You will be able to write persuasive and clear fundraising proposals and be comfortable with having a mixed portfolio and happy with being flexible.

You will ideally be based at our inaugural farm and HQ in Box, Wiltshire based in stunning countryside but only 7 miles from Bath and 26 miles from Bristol. However, we would consider you being based at one of our other Farms in Lewes, Herefordshire, Monmouthshire or Yorkshire, so long as you are prepared to travel regularly to Bath.

The postholder will be a strong written and verbal communicator who is able to influence, motivate and inspire people to support Jamie's Farm. You will love working with different people and be proficient in networking and building and maintaining strong relationships. You will have proven ability to work to a high standard with an eye for detail, working to deadlines and managing multiple accounts simultaneously. You will have excellent organisation and management skills, be proactive, hardworking, and comfortable working as part of a team or independently. Demonstrating our values will come easily for you—exuding qualities such as passion and professionalism in your daily interactions with colleagues and external stakeholders.

Finally, you will have the enthusiasm to support a small-medium-sized charity to develop our fundraising, with an interest and empathy in the benefits of education beyond the classroom, especially for vulnerable groups, and being in a rural setting.

## Main Responsibilities

- Manage most relationships with trusts and foundations (alongside our Head of Fundraising & Senior Fundraising Manager) to a high level, including providing timely reports, updated accounts, impact reports and other appropriate information;
- Grow our pipeline of trusts and foundations, including undertaking prospect research and submitting high quality applications to secure new multi-year relationships (from both existing and new donors) to help with the financial sustainability of the charity;
- Feed into the fundraising expenditure budget and target setting, with input from the rest of the fundraising team;
- Contribute to the development of effective cases for support and wider fundraising materials to ensure integration of core messaging and strategic objectives;
- Be an engaging, energetic and effective ambassador of Jamie's Farm;
- Attend occasional networking and other supporter events to promote Jamie's Farm;
- Manage the database records, financials and communications with relationships you manage using Salesforce.

*There may be other jobs as deemed necessary within the time provided, and according to the interests and experience of the successful candidate.*

## Experience

- Excellent IT proficiency including Outlook, Excel and Word (essential);
- Experience building and maintaining multiple partnerships (essential);
- 3 years' minimum professional experience in trust fundraising, having secured five figure grants (essential);
- Experience of using a fundraising database- we use Salesforce at Jamie's Farm (essential);

- Certificate in Fundraising Management (desirable);
- Experience of delivering on challenging targets (essential) and setting and managing budgets (desirable).

### Benefits & Pay

- Competitive salary (6-month probationary period);
- All lunch meals are provided and shared with our friendly team when on site;
- Generous holiday entitlement (35 days pro rata including bank holidays);
- Pension contribution;
- TOIL (time off in lieu) for weekend/ evening work;
- Being part of a welcoming, vibrant team located on a beautiful farm environment;
- Contribution to the growth of a dynamic, values-driven organisation;
- 25% staff discount to rent out any of our farm properties at weekends and in holidays;
- Regular check-ins with line manager, being part of regular fundraising team meetings throughout year and annual Jamie's Farm Team Days;
- Attend training courses and other personal development opportunities where appropriate.

### What it's like to work at Jamie's Farm

*"People often talk about 'teams' at work, but at Jamie's Farm it feels like everyone is on your team. As a fundraiser, it is a joy to have the support and friendship of so many colleagues – whether they work on the front-line with young people or in head office – willing to help bring the story of the charity and our beneficiaries to life. It's a very special culture which I feel fortunate to be part of."*

- **Fundraising Manager, Jamie's Farm HQ**

*"Never before have I worked for such a supportive and committed organisation. The robust induction process made me feel welcome from day one. There is a real feeling of generosity throughout the charity, which enables me to carry out my role with that same spirit at the heart of everything I do."*

- **Garden Coordinator, Jamie's Farm Lewes**

### To Apply

At Jamie's Farm, we recognise the importance of diversity and representation in our workforce, and as such are eager to encourage applications from candidates who are currently underrepresented in our organisation.

Please complete the Application and Equal Opportunities Form via our website by 5pm on 01.12.23 and send to [recruitment@jamiesfarm.org.uk](mailto:recruitment@jamiesfarm.org.uk). Instead of the supporting statement, if you would prefer to submit a video application, please send a link to this to [recruitment@jamiesfarm.org.uk](mailto:recruitment@jamiesfarm.org.uk).

### Timeline

- **Closing date:** 5pm, 1<sup>st</sup> December
- **Shortlisting and notification of interview:** w/c 4<sup>th</sup> December
- **Interviews at Jamie's Farm Bath:** Before Christmas (w/c 11<sup>th</sup> December) if possible, otherwise w/c 1<sup>st</sup> Jan
- **Start date:** As soon as possible

To discuss any aspect of this role further or for an informal chat about working at the farm, please contact Katie Francis, Head of Fundraising. She will be more than happy to answer any questions you might have: [katie@jamiesfarm.org.uk](mailto:katie@jamiesfarm.org.uk).

*Due to the nature of our work with young people, on acceptance of offer all Jamie's Farm employees are subject to an enhanced DBS check in accordance with our Safeguarding Policy. We will carry out an online search as part of our due diligence on all shortlisted candidates to identify any publicly available incidents and instances that we may wish to explore further at the interview. It is an offence to apply for this role if the applicant is barred from engaging in a regulated activity relevant to children.*

