

## Regional Fundraiser, Fundraising – Job Pack

<b>Job title:</b>	Fundraising Manager - Wales & South-West
<b>Department:</b>	Fundraising
<b>Reporting to:</b>	National & Regional Fundraising & Engagement Manager
<b>Salary:</b>	£43,092 per annum
<b>Hours:</b>	35 per week
<b>Location:</b>	Crisis Skylight South Wales, 163 St Helen's Rd, Swansea, SA1 4DQ
<b>Contract type:</b>	Permanent

### Aim and influence

- Create, own, and lead the fundraising strategy and plan for Wales and the South- West within the context of the wider Crisis fundraising and organisational strategies.
- Build and develop fundraising networks and a programme for Wales and the South- West, which attracts support from communities, individuals, philanthropists, local trusts and businesses.
- Work with colleagues across Great Britain to drive and develop growth in fundraising income, and excellence in supporter experience

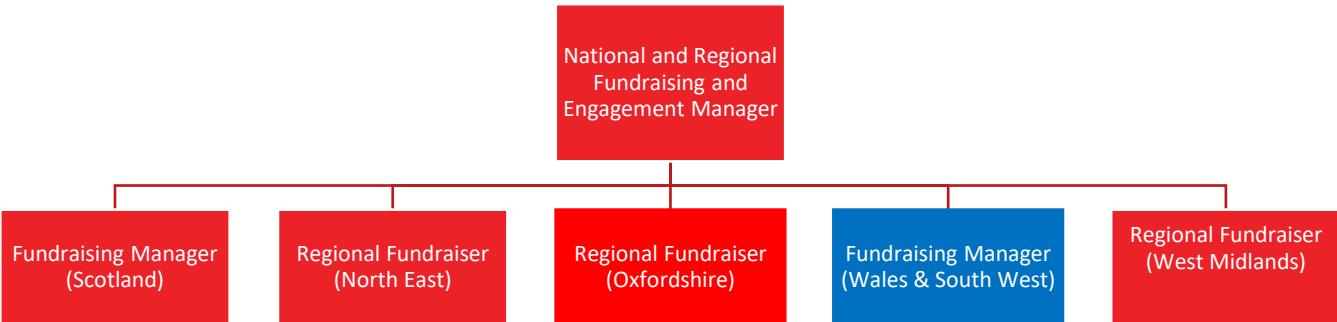
### Financial and supervisory responsibility

- Gross income target currently c.£75k and to grow annually
- No direct line reports, but responsible for management of fundraising volunteers
- Monitoring and reporting on income and expenditure budget for the region

### Other key details

- Willing and able to travel throughout the region (Wales and South-West), occasionally within the UK, particularly to London and with occasional overnight stays
- Some evening and weekend work, time off in lieu will be given
- Regularly attend the South Wales Skylight (Swansea)

Organisational chart



*Please note structure is subject to change*

### Job responsibilities

- Create, deliver and own fundraising strategies that will excite and motivate donors to support Crisis and our work across Wales, the South West and the wider UK.
- Ensure that annual fundraising targets are met or exceeded, and that expenditure is kept within agreed budgets.
- Maintain and grow existing and new donor and volunteer relationships, providing excellent supporter care across a range of fundraising streams
- Work closely with the National & Regional Fundraising and Engagement Manager through planned meetings and reporting, and contribute to the development of the GB-wide fundraising programme
- Provide account management support for funding partners led by the central fundraising team, who have an interest in supporting work in Wales where appropriate
- Take a lead in ensuring our plans are appropriate for Wales as a devolved nation
- Work closely with the Director of Crisis Skylight South Wales and her team to ensure collaborative delivery of our plans to build Crisis's credentials in the nation, attract interest in their activities, and create networking and funding opportunities
- Build a network of fundraising and volunteer support for local (Wales and South West) and GB-wide campaigns, partnerships and projects
- Work collaboratively with the wider National & Regional Fundraising team including leading on project teams as required
- Attend regular fundraising meetings in London and develop effective working relationships across Crisis, particularly with the Fundraising Department and other HQ support teams
- Work closely with the Skylight Volunteer Co-ordinator and wider volunteer team to ensure a joined-up approach to recruitment and management of Crisis volunteers
- Develop and maintain administrative systems to ensure that all regional activity is coordinated with central fundraising activity (to include data management through the central Raisers Edge database).

### General responsibilities

- Actively encourage and support Member involvement within Crisis
- Develop an understanding of homelessness and Crisis' aims

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- Follow Crisis policies and procedures, including health and safety
- Respect and meet professional standards published by the Institute of Fundraising, Fundraising Regulator and OSCR (Scotland)
- Carry out other reasonable duties that may be required

### Person Specification

#### Essential

1. Substantial fundraising experience, preferably covering a UK region or country
2. Proven ability to create, develop and implement a successful fundraising strategy and plan.
3. Evidence of achieving annual fundraising targets, maintaining an acceptable ROI and managing budgets.
4. Experience generating funds from a range of supporters, including community groups, charitable trusts, individuals, local companies and the statutory sector.
5. Proven ability to develop excellent relationships with funders and experience of networking with funders at a senior level.
6. Excellent communication skills across all levels, both written and verbal, including presentation skills.
7. Ability to carry out in-depth prospect research and present relevant findings in a clear manner.
8. Experience of applying digital marketing techniques and channels in a fundraising environment
9. Ability to work sensitively and constructively with Crisis' homeless members on fundraising initiatives.
10. Ability to work on own initiative, remote from central fundraising team.
11. Ability to develop effective working relationships with colleagues across the organisation.
12. Knowledge of and ability to comply with safeguarding procedures
13. Commitment to Crisis's purpose and values including equality and social inclusion

#### Desirable

14. Experience in organising successful fundraising events.
15. Experience of working with Raiser's Edge or a similar CRM database.
16. Experience of managing staff and/or volunteers.
17. Ability to speak Welsh

We encourage applications from all sections of the community and particularly from people who have lived experience of homelessness.

## Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

### The person specification requires a qualification or experience that I do not have. Is it still worth me applying?

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

### Can I apply by sending my CV?

Occasionally we accept CVs and a covering letter but only if this is requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

### What should I do if I can't complete an online application?

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) It is helpful if you provide details of your requirements or suggestions about how we might best support you to apply so that we're able to consider alternatives.

### Does Crisis use Artificial Intelligence (AI) technology for shortlisting?

Crisis does not use AI technology for shortlisting applications or throughout our recruitment process.

### Can I use Artificial Intelligence (AI) technology for my application?

We strongly discourage applicants from using AI technology at any stage of the recruitment process. This is so we can run a fair, transparent process which gives all applicants an equitable chance of success. We want to hear about your own experience and perspectives in your application and if shortlisted, during the interview too.

### How can I maximise my chance of being shortlisted?

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience. Shortlisting is mostly based on the information you provide in the assessment form section. A strong application will also be in line with the **Crisis Values** that you can find on our website. **Please note!** If you don't provide full responses against the person specification points, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.

### How quickly will I know if I have been shortlisted?

Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

**If I am not shortlisted, can I get feedback on my application?**

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

**Can I get feedback after my interview?**

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview we are able to provide feedback.

**Will you notify me of future vacancies?**

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

**I recently applied for a role and was not successful, but have seen the role re-advertised. Is it worth me applying again?**

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique.

## Crisis Jobs Online

**I have typed my personal statement answers into the online form, but it won't let me save them. What should I do?**

There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

**I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this and my information was lost. Is there any way to retrieve it?**

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl + V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work and we are unfortunately not able to retrieve it.

**Where can I get help?**

If your query has not been answered above, you can contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) for support.