

JOB DESCRIPTION

Job Title:	Fundraising and Business Development Manager (Maternity Cover)
Responsible to:	Chief Executive
Responsible for:	Senior Trust and Foundations Fundraiser, Devon Fundraising Manager, Wiltshire Funding Manager

Hours:	37 hours per week
Holiday Entitlement:	28 days plus bank holidays
Salary:	£37,000 - £40,000
Pension:	Group personal pension plan, with employer contribution of up to 4%

General Description:	<p>This role is maternity cover for the Head of Fundraising.</p> <p>The Fundraising and Business Development Manager is a really exciting position which will play a key role in driving growth and sustainability for FearFree by identifying and securing new funding opportunities, developing strategic partnerships, and enhancing our service delivery.</p> <p>The successful candidate will work across the senior leadership team, service teams, the fundraising team and the marketing team to ensure that FearFree is well-placed to respond proactively and also reactively to business development opportunities.</p> <p>The role can be hybrid, with attendance at our office in Exeter or Trowbridge. The candidate should be willing to visit the fundraising team several times in the other office during their tenure.</p> <p>The successful candidate will have the opportunity to make a real meaningful impact on the lives of those impacted by domestic abuse, sexual violence and stalking.</p>
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Main Duties and Responsibilities:

Fundraising and Revenue Generation:

- Support the fundraising and service teams to identify, research, and secure funding opportunities from trusts, foundations, government grants, tenders, and corporate sponsors.
- Build and maintain relationships with donors and funding bodies to secure ongoing support.
- Identify and build relationships with major donors and philanthropists/ philanthropic bodies to secure support.

Strategic Partnerships:

- Work with the fundraising team to identify and establish strategic partnerships with corporate, public, and community stakeholders.
- Collaborate with local authorities, social enterprises, and private sector partners to develop initiatives that support FearFree's mission.
- Represent FearFree at external meetings, conferences, and events to promote the charity and develop new networks.

Service Development:

- Work with service delivery teams to help collate ideas and design innovative and sustainable programmes that support FearFree's beneficiaries.
- Project manage the creation and development of these programs and services from concept, to secured funding.
- Monitor trends and changes in the domestic abuse sector and charity sector to identify new opportunities for service improvement.

Marketing and Communications:

- Collaborate with the marketing team to develop targeted marketing strategies aimed at raising the profile of FearFree.
- Contribute to the development of campaigns that highlight the impact of FearFree's work and attract potential donors and partners.
- Engage with the media to promote FearFree's services and successes and raise awareness about domestic abuse issues.

Team Leadership:

- Manage and support the fundraising team (Senior Trust and Foundation Fundraiser, Devon Fundraising Manager, Wiltshire Fundraising Manager), providing direction and guidance to ensure the successful delivery of objectives.
- Foster a collaborative and inclusive working environment, encouraging innovation and professional growth within the team.

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Health & Safety

All individual employees are required to promote a health and safety culture within the workplace, observe all health and safety rules and procedures, attend training courses as required and, where appropriate, conduct risk assessments e.g. VDU, maternity, lone working, H&S audits, etc.

Safeguarding / Disclosure and Barring Service

FearFree is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and bring any concerns (whether in respect of service users or members of staff) to the attention of Safeguarding Leads immediately. This role will require an enhanced DBS check

Confidentiality and Data Protection

All employees must ensure that essential information of a sensitive and/or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with the GDPR and other related legislation/requirements.

Equality and Diversity

FearFree is committed to encouraging equality, diversity and inclusion among our workforce and our service users, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our service users, and for each employee to feel respected and able to give their best. The role has the responsibility to ensure all duties and responsibilities are carried out in a manner which promotes FearFree' Equality, Diversity and Inclusion policy.

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REGISTERED CHARITY: 1064764 • LIMITED COMPANY REGISTERED: 03360057

PERSON SPECIFICATION

Requirements	Essential (E) / Desirable (D)
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Experience	Experience in business development, or a similar role within the charity or public sector.	E
	Strong track record of securing significant funding from diverse sources which may include grants, tenders, corporate sponsors, individual donors or social investment.	E
	Excellent relationship-building skills with the ability to engage a wide range of stakeholders.	E
	Financial management skills, with experience in budgeting, reporting, and monitoring funding performance.	E
	Excellent communication skills, with a high level of professional writing skills and project management experience.	E
	Experience in designing and developing new services or programs.	D
	Experience in individual giving and regular giving income streams.	D
	Knowledge, Skills and Abilities	Excellent written and verbal communication skills, with the ability to write compelling proposals and present to various audiences.
Ability to work independently and as part of a team, managing multiple projects simultaneously.		E

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	Experience working within the domestic abuse or wider charity sector.	D
	Understanding of policy and legislative developments related to domestic abuse, sexual violence and stalking.	D
Personal Qualities	Passionate about FearFree's mission and committed to making a difference in the lives of people impacted by abuse.	E
	Flexible and self-motivated, with the ability to manage multiple tasks and meet deadlines.	E
	Strategic thinker with a proactive, solutions-oriented mindset.	E
	Strong leadership skills with the ability to inspire and motivate others.	E
	Empathetic and sensitive to the needs of vulnerable individuals, with a commitment to diversity and inclusion.	E

Applicants will be assessed against the person specification via application form, interview and, in some cases, a presentation.

As explained in the guidance notes, the application form asks you to set out how you meet the qualities/skills outlined in the Person Specification AND IS THE MOST IMPORTANT PART OF YOUR APPLICATION.

This is your chance to explain why you are suitable for the job. You should try to show how you meet the criteria set out in this person specification. Applicants who are able to provide examples of how they meet the criteria are more likely to be offered an interview. Consider all the relevant experience you have gained and make sure that you tell us about it.

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