



Fundraising Manager

Caritas Diocese of Salford ('Caritas Salford') is the principal social action agency of the Catholic Diocese of Salford. We have a proud history of supporting people in poverty or situations of crisis and challenge through a diverse range of projects and services.

Our vision is for a society where there is justice and equality and where the voices of those experiencing poverty, disadvantage and/or discrimination are heard, valued and acted upon so that all people can live in peace and dignity.

Our mission - Inspired by the Gospels and the teachings of the Catholic Church, our mission is to put *Love into Action*.

We work across Greater Manchester and parts of Lancashire to help those experiencing poverty, disadvantage and discrimination to transform their lives with dignity. We provide a practical response to those in crisis, suffering hardship or who are at risk. We rebuild lives for the long-term, enabling people to live in a safe, healthy and secure environment. We call for a better, more just world where the voices of those experiencing poverty are heard and acted upon and positively influence the systems, decisions and resources that affect those in need.

Our values - Our values are based in the universal teaching on respect for the life and dignity of the human person. Locally our values are also to act with **integrity, ambition and in collaboration**, to achieve lasting and sustainable change.

Our core objectives are -

- Reduce poverty, disadvantage and discrimination in our Diocese to enable people to 'live life to the full'.
- Increase awareness and understanding of Catholic Social Teaching and Animate the Diocesan Community to take practical action.
- Become a voice for those who cannot speak for themselves, empowering people and advocate for justice and social change.
- Become a sustainable and more visible and effective catalyst for change.

Our services are vital to achieving our mission, and as such, we rely on funding from multiple sources to sustain and grow our work.

As our charity seeks to respond to urgent need, we are seeking an experienced and driven Fundraising Manager to join our dedicated and ambitious team. This is a unique opportunity to make a meaningful difference in people's lives while shaping the growth of fundraising at Caritas Salford.

JOB DESCRIPTION		
POST TITLE: Fundraising Manager	LOCATION: Combination of working from our Caritas House office in Manchester, regular engagement with our diverse range of services and agile working	
HOURS OF DUTY: 37.5 hours per week Must be available to occasionally represent or manage activities outside of normal office hours	GRADE: SP28-32	SALARY: £38,060 - £41,977 per annum Casual car user allowance
RESPONSIBLE TO: Head of Fundraising	MAIN CONTACTS: <u>Internal</u> <ul style="list-style-type: none"> ◆ Fundraising team ◆ Communications Manager ◆ Heads and managers of services ◆ Parishes, schools and advocacy team ◆ Finance team members <u>External</u> <ul style="list-style-type: none"> ◆ Business supporters ◆ Trust and foundations ◆ Other potential donors 	
RESPONSIBLE FOR:		
SPECIAL CONDITIONS OF SERVICE: <ul style="list-style-type: none"> ◆ Work within the ethos of Caritas Diocese of Salford ◆ Ability to work outside office hours if/when required ◆ Basic Disclosure & Barring Service check required ◆ Must hold a full UK Driving Licence and have the use of a car insured for business use 		
MAIN PURPOSE OF THE POST: <p>Working closely with our Head of Fundraising, the Fundraising Manager will play a critical role to our fundraising by leading on aspects of our strategic and operational plans to support the team in achieving income targets to support our charity.</p> <p>The role focuses on building a strong pipeline of funding partners who will support our work. The successful candidate will also work within the team to support operational efficiency. They will play a pivotal role in helping to manage data and reporting systems.</p>		



JOB DESCRIPTION

FUNDRAISING MANAGER

MAIN TASKS AND RESPONSIBILITIES

Grant Applications

1. Lead on researching, identifying and cultivating prospective trust, foundation and corporate funders, building effective ongoing relationships to secure restricted and unrestricted funding.
2. Collaborate with senior leaders responsible for operational delivery from across the organisation to see that high-quality funding applications and proposals are submitted which reflect our mission and values.
3. Oversee outstanding grant management and stewardship, providing timely updates.
4. Contribute to the growth of partnerships, including overseeing associated contracts.
5. Support the collation of management information, including monthly statistics and performance reports.

Corporate partnerships and events

6. Identify and develop opportunities to develop and expand a portfolio of fundraising events to attract new supporters and retain existing ones.
7. Provide operational oversight and logistical support for fundraising events, collaborating with other colleagues to ensure that events are safe, people are safeguarding and reflect our ethos and values.
8. Monitor and evaluate the effectiveness of fundraising events and recommend improvements.
9. Expand and strengthen corporate partnerships, including managing associated contracts.
10. Collaborate with the team to plan and deliver a calendar of corporate and community events.

Data Analysis and Reporting

11. Use data insights from our CRM and other sources to help refine fundraising strategies.

12. Manage the team's data analysis and reporting to senior leadership, ensuring compliance with GDPR and other regulatory frameworks.

Leadership and Team Development

13. Deputise for the Head of Fundraising as and when required.
14. a collaborative and results-driven culture within the fundraising team and alignment to the Charity's overall vision, mission and values.

Stakeholder Management

15. Build and maintain relationships with key stakeholders, including donors, partners, and community groups.
16. Represent Caritas Salford to a diverse range of stakeholders and audiences to support income generation and raise awareness of our work within the local community.

Other Duties

17. Ensure compliance with legislation and regulations including, but not limited to, health and safety, safeguarding, finances, data protection, inclusion, and diversity etc.
18. To take responsibility for self-development and learning on a continuous basis.
19. Attend regular supervision sessions, staff meetings and training as requested.
20. To carry out any other duty, commensurate with the level of the post, as may be determined by the Director. This role profile is not exhaustive and is subject to review.

The above description is not an exhaustive list but indicates the main responsibilities of the post at its inception. It may require amendments as the role develops. Any changes will be agreed with you in advance after consultation.

**PERSON SPECIFICATION FOR THE POST OF
FUNDRAISING MANAGER**

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications / training	<ul style="list-style-type: none"> ◆ Good standard of secondary education or further education, or suitable level of professional qualification or experience 	<ul style="list-style-type: none"> ◆ A relevant fundraising qualification ◆ Institute of Fundraising member 	Application Form & Interview
Skills and Knowledge	<ul style="list-style-type: none"> ◆ Knowledge of CRM systems and the ability to produce, interpret and act on analytical reports ◆ Excellent written and verbal communication skills, particularly in drafting compelling funding proposals and reports ◆ Collaborative and supportive team player ◆ Strategic thinker with a solution oriented mindset 	<ul style="list-style-type: none"> ◆ Knowledge of the Catholic Church's teachings and the role of Caritas Salford within the community ◆ Excellent project management skills, with the ability to oversee multiple priorities simultaneously 	Application form & interview
Experience	<ul style="list-style-type: none"> ◆ A successful demonstrable track record of raising significant funds from companies, trusts and foundations ◆ Demonstrate experience in planning, writing and submitting funding applications and proposals 	<ul style="list-style-type: none"> ◆ Experience in a non-profit or charitable organisation ◆ Experience in trust and foundation or corporate fundraising ◆ Understanding of contracts and agreements related to grant and corporate fundraising ◆ Demonstratable experience in planning and delivering successful fundraising events ◆ Appreciation of taxation, charity and company law regulations and IOF Codes of Practice/GDPR 	Application form & interview
Special conditions	<ul style="list-style-type: none"> ◆ Commitment to the ethos and values of Caritas Diocese of Salford ◆ A passion for social justice and alignment with the mission and values of Caritas Salford ◆ Occasional flexibility to work evenings and weekends as required for events and community activities ◆ Contribute actively to fundraising and promotional activities 		

	<ul style="list-style-type: none"> ◆ Commitment to professional and personal development ◆ Must hold a full UK Driving Licence and have the use of a car insured for business use 		
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Note for Applicants: Please try to show on your Application Form how you meet these requirements as this will be used for shortlisting purposes.

Duties and responsibilities of all Caritas Salford staff and volunteers

As a Catholic charity, we seek to respect, protect and promote human dignity for all. This is fundamental to our work. Therefore, as part of our team you'll need to appreciate and be respectful of the diversity of our staff, volunteers, supporters and the people who use our services. You'll be expected to model behaviours and represent the principles, ethos and values of Caritas Diocese of Salford ('Caritas') in all aspects of your work. You'll also be expected to contribute positively to creating healthy, hospitable and welcoming workplaces and environments.

Promoting our work and fundraising

As a charity we rely on fundraising to support our work. All members of staff are expected to positively represent our work with donors and supporters and, subject to the terms of your contract, to contribute to fundraising activities.

Health and Safety

Employees have a legal duty to protect their own health and safety and that of others who may be affected by their work. This includes people who use our services, volunteers, supporters and other visitors. We expect all our people to follow Caritas policies, procedures and take action to prevent people from harm. We also expect you to report hazards, accidents and incidents in accordance with procedures.

Safeguarding

Everyone in Caritas has a responsibility to safeguard the well-being of people who may be at risk of harm. As part of your role you will be required to undertake mandatory safeguarding and Prevent training to raise awareness and give information about how you can ensure that children, young people and adults at risk are safeguarded. Your role includes a duty to refer any safeguarding concerns in line with our procedures.

We're committed to safeguarding children, young people and adults at risk of harm within the community and aim to embed a culture of safeguarding to prevent abuse and provide support to individuals who have been harmed. We expect everyone to contribute to the creation of a safe environment, challenge inappropriate or dangerous behaviours and report concerns.

Confidentiality and protecting data

As part of our work it may be necessary for you to gather, record and store confidential information or personal data. We expect everyone to respect confidentiality (within the boundaries and procedures for safeguarding and whistleblowing) and not disclose personal information. You may also have access to information or communications technology equipment for your role. You will be required to ensure that appropriate security procedures are followed and that confidential information, including passwords, are not communicated to unauthorised individuals.