

<b>Job title</b>	<b>Fundraising Manager</b>
<b>Reports to</b>	<b>Chief Executive Officer</b>
This document is for guidance only. All employees are expected to be flexible in their undertaking additional or alternative tasks at the reasonable request of managers, and to use their initiative to ensure the team works together to the optimum.	
Location/Travel	Based within Ways into Work operational geography with regular travel within operating geography; occasional travel outside but within the UK and including some overnight stays. The colleague will be required to use their vehicle and occasionally transport clients and/or colleagues.
<b>Job purpose</b>	
<ul style="list-style-type: none"> <li>• To be a proactive and relationship-focused fundraiser to lead and develop income generation across the charity.</li> <li>• To be the charity's sole fundraising professional, and play a key role in shaping and delivering a sustainable fundraising strategy, with a particular focus on developing and growing corporate partnerships and business support across the Thames Valley region.</li> <li>• Alongside corporate fundraising, identify and secure support from trusts and foundations, community organisations and individual supporters where appropriate.</li> <li>• To enjoy building partnerships, working independently, and making a visible impact within a small, ambitious charity.</li> </ul>	
<b>Key Duties</b>	
<p><b>Corporate Partnerships &amp; Business Development</b></p> <ul style="list-style-type: none"> <li>• Lead on developing and growing corporate partnerships and sponsorship opportunities across the Thames Valley region.</li> <li>• Identify, research and approach prospective corporate supporters, local businesses, and employers.</li> <li>• Build and steward long-term relationships with corporate partners, ensuring excellent supporter care and engagement.</li> <li>• Develop relationships with local community groups, clubs, and organisations to encourage fundraising support and wider engagement with the charity.</li> </ul> <p><b>Trusts &amp; Foundations</b></p> <ul style="list-style-type: none"> <li>• Research and identify suitable trust and foundation funding opportunities.</li> <li>• Write compelling funding applications and reports to trusts and foundations.</li> <li>• Work with colleagues to gather project information, budgets, outcomes and impact data to support applications and reporting.</li> </ul> <p><b>Fundraising Strategy &amp; Income Development</b></p> <ul style="list-style-type: none"> <li>• Develop and implement a practical and achievable fundraising plan in line with the charity's strategic priorities.</li> <li>• Identify opportunities to diversify income streams and improve long-term financial sustainability.</li> </ul>	

- Monitor fundraising performance and provide regular updates and reports to the CEO and Board as required.

### **Communications & Supporter Engagement**

- Work collaboratively with colleagues to develop compelling fundraising campaigns, appeals and supporter communications.
- Help communicate the charity's impact through case studies, stories and digital content that bring our mission and our clients' experiences to life.
- Represent Ways Into Work at networking events, community events, local group meetings and partnership meetings, helping to raise awareness and build support for the charity across the region.

### **Fundraising Operations**

- Maintain accurate donor and prospect records in line with GDPR and fundraising best practice.
- Ensure timely acknowledgement and stewardship of donors and supporters.
- Support the development of fundraising processes, systems and policies appropriate for a small charity.

### **Governance and Compliance**

- Ensure all fundraising activity is ethical, compliant, and aligned with relevant regulations and best practice

### **Person Specification**

This role will suit a person is motivated, organised and confident working independently within a small charity environment.

### **Essential Skills & Experience**

- Experience in fundraising, business development, partnerships or account management.
- A proven ability to build strong relationships and secure support from organisations or stakeholders.
- Excellent written and verbal communication skills, including the ability to write persuasive funding applications and proposals.
- Strong organisational skills and the ability to manage multiple priorities independently.
- Strong interpersonal and relationship-building skills, with the confidence to engage a wide range of stakeholders including businesses, community groups and supporters.
- Experience of working towards income or fundraising targets.
- Confidence networking and representing an organisation externally.
- Good IT skills and experience maintaining accurate records and reporting data.
- A genuine commitment to the mission and values of Ways Into Work, and then work with purpose and empathy, always championing our clients.

- A full UK driving licence and willingness to travel across the Thames Valley region.

**Desirable**

- Experience securing corporate partnerships within the charity sector.
- Experience writing successful trust and foundation applications.
- Knowledge of CRM or donor databases.
- Experience working within a small charity or not-for-profit organisation.

**Equal Opportunities**

Ways into Work is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, religion or belief or marital status.

We respect one another whatever our background, whatever we look like whatever we believe, and if you're going to work with us, you'll need to do the same.

If you're selected for an interview and require reasonable adjustments, please let us know.