

# Fundraising Manager

## Applicant Pack



# Welcome to LTSB

**Thank you for considering working with us at LTSB.**

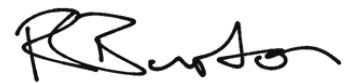
It is an exciting time to join the charity as we embark on a new five year strategy. If you are passionate about social mobility and motivated by supporting young people living in some of the UK's most deprived areas, this could be the charity for you!

To apply to be our **Fundraising Manager**, please submit a CV and a personal statement (no more than two page personal statement) outlining how you fit the person specification and why you feel you can contribute to LTSB's work.

Apply [here](#) by 5pm, Wednesday 3rd July 2024. Interview dates 9th and 10th July, and will be held online.

If you are interested in discussing the role or the charity or want to sense check whether you have the right skills and experience in advance of applying, please contact our Director of Income Generation, Nic Skipwith at [nic@ltsb.charity](mailto:nic@ltsb.charity).

**Good luck!**



Rob Burton,  
CEO, LTSB

## Our four key aims are:

- **Promoting** opportunities to those from under-represented backgrounds
- **Preparing** young people for the workplace, and the workplace for young people
- **Placing** candidates in careers, stewarding and contextualising their application
- **Providing** pastoral care - a support network for the first year of their career.



# About Us

LTSB is a social mobility charity that works with bright young people from disadvantaged backgrounds, ensuring they find meaningful, skilled careers – and that companies get positive, effective staff who can make a difference from their first day.

We don't just get young people jobs. We launch careers. When diverse talent is given preparation and support, they *thrive* – and longer term, that means more representative management which can better train and retain a more representative workforce. This is a charity that makes a lasting impact, both for our young people and their families, but for our employers too.

Since 2012, over 1500 young people have been on our bootcamps:

- 86% have completed and 99% would recommend our programme
- 74% of those who complete have started careers in companies like NatWest, RSM, BDO and BKL and of those, 89% are still in their role after 12 months. For more information, visit [www.ltsb.charity/impact](http://www.ltsb.charity/impact)

## Our Values

We are **BOLD**.

- **BESPOKE:** using our authority and expertise to meet the specific needs of our stakeholders.
- **OPEN-MINDED:** respecting young people's unique differences and seeing their potential.
- **LEADERS:** enabling social mobility by challenging discrimination and inequality.
- **DETERMINED:** committed to empowering long term change.

We are a small team and who you are is just as important as what you do. As an equal opportunity employer we are looking for people from all walks of life, if you are unsure as to whether that's you, talk to us.



# Job Description

<b>Job Title:</b>	Fundraising Manager
<b>Reporting to:</b>	Director of Income Generation
<b>Salary:</b>	£35,000 - £40,000
<b>Hours:</b>	37.5 hrs per week (we would consider a 30 hr week)
<b>Location:</b>	Home-based but close to either Birmingham/Liverpool/London /Manchester
<b>Closing Date:</b>	3rd July 2024

## About the role

LTSB has grown significantly over the past few years. Our work is only possible with the generosity and commitment of our supporters. You will be joining our fantastic Fundraising team who work with trusts, foundations, institutions, companies, and individuals to ensure the charity has the funds and relationships necessary to achieve our aims.

This **brand new** role will be responsible for both Events and Corporate Partnership fundraising, with the initial, primary focus being on developing and delivering an events programme. Corporate fundraising responsibilities will include managing a portfolio of existing partnerships and where there are opportunities, developing new corporate relationships. This is an incredibly exciting role for the right candidate as you will be able to help shape the direction of the role for the charity.

Events is a relatively new area for the charity and we anticipate the events programme will, in the main, support our corporate partners and provide a varied package of engagement opportunities for our growing base of employee volunteers. These, and other events, will help raise vital funds as well as networking and new business development opportunities.

We're looking for someone who has experience of a similar role/s. You will have great people skills and experience of building and maintaining strong relationships. You will be enthusiastic, driven and creative with a can-do attitude and have exceptional planning and organisational skills. This role will have periods of high intensity.

As we all work remotely, you will also need to be a self-starter and be able to work independently. We would expect a thorough understanding and commitment to LTSB's vision, mission, and work.

## The role

### What we need you to do

#### **Events:**

- Research, develop and deliver a calendar of events and/or campaigns, providing varied employee engagement opportunities for our corporate partners
- Develop effective marketing plans to promote events, ensuring maximum participation
- Create a suite of resources and supporter journeys to support event participants
- Steward all event participants, ensuring targets are met and where relevant, low and non-payers are minimised

#### **Corporate Partnerships:**

- Account manage a portfolio of existing corporate partners, ensuring KPIs are met and partners are retained.
- Provide detailed reporting to partners, including impact and progress reports, as well as regular updates and stewardship activity
- Prospect research, leading to the development of new corporate partnerships
- Creation of support materials such as sponsorship decks and presentations
- Actively network to build relationships within the business community across all our geographies (London, Birmingham, Liverpool & Manchester)

#### **Other:**

- Maintain and develop knowledge of the corporate and events sectors ensuring all fundraising opportunities are maximised
- When necessary, support the wider Fundraising team across all income streams to ensure income is maximised

### What you will bring

- Track record of income generation through events fundraising and/or developing high-value corporate/charity partnerships
- Track record of consistently meeting income targets and demonstrating growth of income and donors through successful marketing and donor stewardship
- Experience of developing and running a varied portfolio of charity events in nature and scale
- Experience of developing a new pipeline of corporate prospects and evidence of securing minimum 4-figure, ideally 5-figure partnerships

## What you will bring (continued)

- Examples of corporate account management and ideally retaining partnerships
- Ability to network effectively and develop leads through face-to-face meetings and in-person events
- Ability to communicate with a wide range of stakeholders, including senior stakeholders
- Strong writing skills, with an ability to compose compelling narrative
- Excellent project management skills
- Ability to build rapport with new contacts and understand their needs and motivations
- Ability to work independently within a remote / home based team
- Strong ethical standards and a high level of personal integrity
- Strong affiliation with our values and purpose, and an interest in youth development and social mobility

## What we provide

At LTSB, we're committed to creating a supportive and fulfilling work environment for our team. Here's what we offer:

- 35 days of annual leave, including bank holidays (pro-rated for part time staff)
- Openness to flexible working
- Workplace pension scheme
- Employee Assistance Programme
- Life Assurance Scheme
- Enhanced Maternity and Paternity Pay (dependent on length of service)
- Training and development opportunities
- LTSB branded clothing