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## QUEST FOR LEARNING FUNDRAISING MANAGER

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Fundraising Manager
<b>REMUNERATION:</b>	£30,000 FTE
<b>TERM OF APPOINTMENT:</b>	Permanent
<b>NOTICE PERIOD:</b>	Six weeks on either side
<b>HOURS OF WORK:</b>	0.5 FTE (18.75 hours per week)
<b>HOLIDAYS:</b>	20 days pro-rata plus Bank Holidays
<b>LINE MANAGEMENT:</b>	The Director of Quest for Learning
<b>RESPONSIBLE TO:</b>	The Trustees of Quest for Learning
<b>MAIN WORK ADDRESS:</b>	Quest for Learning main office (currently Aureus School Buildings, Candytuft Way, Harwell, Didcot, OX11 6FF)

### ABOUT QUEST FOR LEARNING

Quest for Learning (QfL) is an award-winning charity with more than 20 years' experience of inspiring young minds to engage with education and a brighter future. We aim to increase children's strategies, confidence, knowledge and skills in literacy and numeracy to enable each child to be a successful and independent learner. Our two main areas of focus are teaching and training.

Our specially trained staff tutors work with individual children or in groups in schools during term-time and support parents/carers with home literacy and numeracy. We support more

than 300 children mostly from disadvantaged backgrounds in Oxfordshire every year with pupils on average making a massive 15 months gains in reading and 9 in spelling in just 6 weeks.

We also run professional development training courses in Oxfordshire, linking with highly-experienced consultants to deliver courses for teachers and teaching assistants.

## **JOB DESCRIPTION**

The new post of Fundraising Manager is a senior role within the charity and will support the Director in ensuring the financial stability and resilience of QfL. The Fundraising Manager will be responsible for maximizing income from charitable Trusts and Foundations, which account for the majority of QfL's donor funding, as well as playing an active role in developing the overall strategic approach to fundraising. The Fundraising Manager will also lead on professionalizing QfL's donor management and stewardship processes and will provide support to the Director in achieving the strategic aim of diversifying QfL's income streams by increasing corporate engagement and giving.

## **DUTIES OF THE FUNDRAISING MANAGER**

### **Fundraising**

#### *General:*

- Develop an in-depth knowledge of QfL teaching and training programmes as well as the charity's ethos and mission
- Keep abreast of relevant developments in the local / national fundraising landscape and advise the Director accordingly
- Deliver best practice in all fundraising activities and where necessary develop and implement appropriate policies and procedures in line with legislative and regulatory requirements
- With the Director, lead on the development of the overall QfL fundraising strategy and on reporting progress against the strategy to Trustees
- Provide logistical and secretarial support to the Fundraising Strategy Group
- Oversee the fundraising support work of QfL staff and any volunteers as required

#### *Trusts and Foundations:*

- Lead on QfL's fundraising from charitable Trusts and Foundations in order to achieve agreed fundraising targets within set timescales
- On an ongoing basis, research and identify new Trusts and Foundations prospects
- Manage and develop relationships between QfL and Trusts and Foundations
- Plan and submit compelling and targeted applications to Trusts and Foundations

*Corporate giving:*

- Support the Director in increasing corporate engagement and giving through research, data, and other relevant materials as required

*Individual giving:*

- Support the Director in investigating the potential to develop individual giving, including via social media and using volunteers, as a future income stream

*Donor management:*

- Scope and implement an effective donor management system and ensure the maintenance of accurate and up-to-date information
- Act as first point of contact for existing and prospective donors
- Support the Director in the ongoing stewardship of individual and corporate donors
- Develop and implement an annual donor reporting framework

**Communications**

- Contribute to online communications, including via social media
- Develop fundraising materials and literature as required

**Miscellaneous**

- Support the Director in conveying QfL's vision, aims, and ethos to partners, funders, and policymakers as required
- As part of the QfL executive team, ensure the smooth running of the charity by assisting with such other tasks as may reasonably be required e.g. in case of colleague absence or sickness

**PERSON SPECIFICATION**

**Skills and experience**

*Essential:*

- A minimum of three years' successful Trusts and Foundations fundraising experience
- Experience of liaising with and managing relationships at all levels, including with funders
- Experience of writing reports for funders, maintaining records, and carrying out administrative tasks to a high standard
- Experience of contributing to fundraising and organizational strategy
- Excellent IT skills (Microsoft 365 and Office Suite) and the ability to quickly master new software and systems as required
- Confidence in using social media to support strategic fundraising objectives

- Working knowledge of CRM systems

*Desirable:*

- Experience or understanding of the Primary education sector
- Membership of the Institute of Fundraising

**Personal qualities**

- Exceptional interpersonal and communications skills, positive attitude and friendly, approachable manner
- Passion and enthusiasm for the work of QfL and commitment to our mission and aims
- High levels of self-motivation and initiative
- The ability to remain calm and focused when working under pressure
- A flexible approach to meet the demands of the role
- The ability to develop creative approaches and solutions to problems and situations with attention to detail

**Other requirements**

- Satisfactory enhanced DBS check
- The ability to work occasional weekends / evenings to accommodate the needs of the role