

Job Title	Senior Income Generation Manager		
Team	Grants and Fundraising	Reports to	Head of Development and Quality
Department	Central	Location	Primary base will be Worthing Town Hall, with ability to work from home and travel across West Sussex as required.
Flexibility for home working	Y/ N	Direct Reportees If yes, number:	Y/ N
Budget responsibilities	Y/ N		

Key Responsibilities

Business Development

- Research, identify and pursue opportunities to increase restricted income in line with Turning Tide's strategy and business plan.
- Cultivate relationships with current and prospective large grants and trusts, to write tailored applications, addressing grant making priorities and requirements.
- Be effective at co-ordinating and communicating with other managers and teams across Turning Tides to be able to communicate requirements from services, information and data gathering and be able to summarise for new business opportunities.
- Work closely with the Communications Manager to ensure a consistent message and approach is taken that aligns to Turning Tides mission and values.
- Develop new partnerships and collaborations with other agencies, including the public sector, generating, and negotiating new income for the charity.
- Leading on the development of new business cases and speculative proposals for identified funding sources in line with the organisational strategy, in collaboration with senior management team to maintain current services and develop new services.
- To provide funders reports, working closely with service leads and managers to ensure timely reporting on monitoring, quality assurance, and evaluation requirements.
- Ensure that equality and diversity and co-production are key considerations in development and delivery of bids.
- Support the drafting of applications for both capital and revenue funding related to Property Development.

Bids and Grants Management

- To encourage innovation and quality throughout the organisation in preparing tenders and large grants and bids.
- Lead in the submission of funding applications to trusts and foundations and statutory funding agencies to meet required restricted income target.
- Lead the preparation, development and writing of contract tenders in line with the organisation's strategic plan for both new and existing service.
- To lead on using tender and grant portals to manage bids and tenders.
- Prepare summary reports for senior management and the board for applications and tenders submitted.
- To lead on completing pre-qualifying questionnaires (PQQ) with support from senior management when required.
- To lead on project management of a tender process, allocating and coordinating responses
- To write significant proportions of tenders and grants, ably incorporating feedback from colleagues as required.
- To lead on bringing internal project teams and colleagues together to develop projects/proposals/ideas.
- To use pricing models to draft tender and project budget and pricing.
- Implement an annual calendar of grant and tendering applications, submissions, events and post award monitoring.
- To monitor speculative income across operational services to focus on income generation attributed to those areas.
- Gain feedback from all applications submitted to continuously improve quality and standards.

Fundraising

- To lead on and create a fundraising strategy and plan with the support from all fundraisers to ensure financial income targets are met.
- To lead a team of fundraisers to deliver against financial targets and individual objectives.
- To lead on the engagement of all supporters through good communication strategies and donor stewardship.
- To build and maintain long term fundraising relationships with 3rd party fundraisers and continually build and develop a sustainable network of supporters.
- To lead on the creation of annual events calendar and campaigns.
- To create in collaboration with the Communication Manager an annual timetable of activity to ensure effective use of resources/time/costs and to meet financial income targets.
- To ensure good representation at Networking groups to build supporters and financial contributions.
- Ensure appropriate risk assessments have been completed for all fundraising activities.
- Generate new profitable fundraising ideas working collaboratively with the wider Development and Quality team.
- Ensure Donorfy database is fully utilised and up to date, ensuring the database is maintained, compliant with all legislation, team sufficiently trained on it's operation and data effectively analysed.
- Prepare and undertake presentations on behalf of the charity ensuring they are relevant to diverse audiences.
- Represent Turning Tides in radio and TV interviews when required.
- Work with staff and volunteers to build a culture of fundraising throughout the charity.

Financial, Data Collation and Analysis

- To manage to a financial budget and to have full awareness of all budgets under your area of responsibility.
- Complete monthly data monitoring and reporting to multiple stakeholders, working in partnership with Service Managers and the senior management team.
- Produce and monitor regular performance information reports for internal and external purposes i.e.. Donorfy etc

Leadership

- Develop, inspire, and lead a high performing team with ambitious goals and clear accountabilities.
- Facilitate the understanding of co-operation and involvement of colleagues at all levels throughout the organisation.
- Create an environment in which staff are engaged and empowered to achieve greater impact and understanding of the strategic vision of Turning Tides.
- Coach and develop staff to lead high performing teams within Turning Tides client services.
- Ensure staff are fully trained in line with compliance training and coached/supported to work to their full potential.
- Provide regular 1:1, team meetings and appraisals. Ensuring that you deal with situations as they arise and ensuring a strong team spirit to provide a cohesive service.
- Foster personal growth and the development of specialist skills/expertise
- Set realistic expectations of staff performance and be resolute they are met.

Compliance with Organisational policies and regulatory requirements

- Abide by Turning Tides' policies and procedures and regulatory requirements at all times and in particular:
 - Health and Safety
 - Adult and Child Safeguarding, Professional Boundaries
 - Confidentiality and Data Protection Act
- Ensure all policies and procedures well embedded within your team and that your staff always abide by them.
- To create and maintain relevant policies and procedures for your area of responsibility.

Equality and Diversity

- Promote and embed a proactive approach to equality and diversity – by example and approach.
- Participate in equalities impact assessment and review as required.

General

- To ensure that the service works with client coproduction team PACT on all new initiatives or changes as and when they arise.
- To be able to support the service as required, in terms of flexibility of working hours.
- Maintain personal development including participation in performance reviews and training.
- Undertake any other reasonable duties required by the management team.
- Always maintain the ethos of Turning Tides.

Specification

Candidates will be invited to interview based on the following criteria.

Knowledge and Experience

Criteria
Good knowledge of funding sources for the public and/or voluntary sector including homelessness services
Knowledge of commissioning and Procurement processes related to voluntary sector
Knowledge of Homelessness including support approaches for those with multiple and complex needs
Experience of managing or delivering to fundraising targets, including creating fundraising strategies, understanding fundraising methods and practices ie. Rules and regulations
Leadership experience in managing small teams to deliver to financial targets
Proven experience in successful bid and grant applications, from idea through to delivery
Ability to be creative with an entrepreneurial approach to the role

Skills and abilities

Criteria
Good time management, ability to deliver to deadline
Proven experience of working to financial targets
Proven experience of using data and analysing information to procedure business cases and communication strategies
Excellent written and verbal communications with the ability to communicate all levels internally and externally
Proven experience of delivery presentations
Good IT experience in using Microsoft Word, Excel, PowerPoint, Fundraising systems such as Donorfy and willing to build on these skills in line with requirement of the role

Specific Job Requirements

Criteria
A full, clean driving license and use of a vehicle