



## **Job Title: Fundraising Manager**

Permanent Contract – Full or Part Time (minimum 3 days p/w)  
Starting Salary - £25,000 Pro Rata Reporting to: Chief Executive

### **Background**

We're recruiting for an experienced, enthusiastic fundraising professional to join The Family Trust, a Christian charity working in education, operating across Kent. Working with primary and secondary schools, we seek to promote good quality Christian education with the mission statement 'Helping children to discover that Christianity is relevant to their daily lives.'

The main purpose of the role is to develop and grow income from individuals, trust funds and local business partners in line with our Fundraising strategy. The Family Trust operates on an annual budget of around £400,000 and we need to widen our sources of income in the short term to ensure the stability of the charity into the future. Applicants should be at ease with working within a Christian framework and be sensitive to its various expressions across cultures and church backgrounds.

### **Job Description**

- Establish, develop and maintain sustainable relationships with supporters in the local community in order to maximise fundraising potential.
- To research, collate and analyse data that allows for the identification of new fundraising income streams; and donor & volunteer profiles, as well as informing fundraising performance.
- Identifying, creating and developing links with local business partners with the aims of securing sponsorship for various projects and gifts in kind to free up funds for use elsewhere.
- Identifying and writing successful funding bids to appropriate grant making trusts.
- Assist and contribute to fundraising events throughout the year.
- Establish and maintain accurate record keeping of all charitable donations received.
- Develop a thorough knowledge of the work of The Family Trust and be available to present alongside the Chief Executive to funding panels where necessary.
- Ensure fundraising activity is carried out in accordance with current good practice and within charity law.
- To undertake any other reasonable duties as requested by the Trustees or Chief Executive

## Person Specification

Area	Essential	Desirable
<b>Knowledge &amp; Qualifications</b>	High level of qualification - Degree level or equivalent experience	Institute of Fundraising (IOF) qualification or training
		Knowledge of fundraising best practice, legal requirements and health & safety relating to community fundraising
<b>Experience</b>	Proven fundraising experience	5 years experience as a successful fundraiser
	Experience of working to deadlines	Experience working with churches/ Christian organisations
		Experience working with Primary & or Secondary Schools
		Events fundraising experience
<b>Communication</b>	Excellent interpersonal skills	Graphic design skills for use in written communication
	Excellent telephone manor	Proficient across various forms of Social Media
	Excellent written communicator	
	Comfortable presenting in public to prospective donors	
<b>Administration</b>	Fully IT literate including experience managing funding databases	Experience using CAF bank's online campaign pages
	Access to own IT provisions	Experience of using a Fundraising database
<b>Personal Skills</b>	Self motivated, ability to work flexibly	Knowledge of the Maidstone, Medway & Swale areas
	Understanding of the Christian Sector	Access to own vehicle and ability to travel (e.g. to funding pitches)
	Enthusiastic about Christian Education in schools	
	Ability to plan, balance & manage priorities	
	Innovative and creative, not afraid to share new ideas to increase donations	
	Proactive approach to fundraising	

## Terms & Conditions

<b>Salary</b>	£25,000
<b>Location</b>	4 Buckland Road, Maidstone Kent, ME16 0SL (working remotely at times)
<b>Travel</b>	Willingness to travel within Kent to the office & funding pitches
<b>Working Hours</b>	16-40 hours per week
<b>Annual Leave</b>	25 days per year plus all UK public holidays (pro rata).
<b>Contract Period</b>	Permanent
<b>Probation</b>	The appointment is subject to the satisfactory completion of a six month probationary period

**Closing date for applications:** 27<sup>th</sup> October 2019 **Interviews:** Likely to be w/c 11<sup>th</sup> November 2019

To apply, please complete the attached application form and send it, along with your CV to : [admin@familytrust.org.uk](mailto:admin@familytrust.org.uk)