



Job Description - Fundraising Manager

Title:	Fundraising Manager (Grants and Corporate)	Location:	Flexible but based at one of our regional hubs: (Nottingham, London, Newcastle, Liverpool, Edinburgh, Southampton, Cardiff)
Salary:	£27,500 - £32,500 per annum depending on experience and location	Hours:	Full Time. Open to conversations for part time.
Reporting To:	Head of Communications, Fundraising and Influence		
About the role:	<p>Safe Families believe no one should feel alone and that everyone deserves to belong.</p> <p>Safe Families is a registered charity consisting of a staff team of approx. 120 staff and over 4,500 volunteers. We offer hope, belonging and support to children, families and care leavers; we do this primarily, but not exclusively, with and through local churches.</p> <p>We are seeking a highly competent individual with the vision and skill required to help Safe Families transform the way we fundraise.</p> <p>This exciting new role will involve bringing energy and best practise to develop multiple income streams for Safe Families, some existing and some new.</p> <p>You will need to be able to inspire and build trust with a wide range of people including our teams internally, grant fund managers and corporate sector leaders.</p> <p>The candidate will need to demonstrate their commitment to the Safe Families values of:</p> <p>Love - <i>Loving abundantly</i> - Supporting with hope, generosity and dignity</p> <p>Belonging - <i>Building community</i> - Establishing positive relationships that bring security and connection</p> <p>Faith - <i>Trusting Boldly</i> - Believing lives can be transformed and in a God who can do more than we can ask or imagine</p> <p>Empowerment - <i>Enabling potential</i> - Confident everyone has the ability to thrive</p> <p>Humility - <i>Serving together</i> - We know we can't do it alone, so we invest in strong, honest and honouring partnerships</p>		



<p>Job Summary:</p>	<p>The Fundraising Manager role is key in helping us grow the scale and impact of our work. This is a new role, created at an exciting time of growth for us as we expand into new areas both geographically and into new areas of support. Alongside significant Local Authority and large grants funding we are looking to develop additional income streams in order to become more diverse, and therefore more sustainable.</p> <p>The Fundraising Manager will work closely alongside the Head of Communications, and the Fundraising and Comms team, to develop our fundraising strategy, and to create and deliver income streams in line with the strategy and the Safe Families values. This additional income will allow us deliver on our mission of making sure that we offer hope, belonging and support to as many families as possible.</p> <p>You will work with colleagues from across the organisation to understand our current practices and delivery obligations, build relationships and discover opportunities for growth. You will then develop and coordinate grants fundraising and corporate fundraising, as well as working on events and major donor giving.</p>
<p>Work stream 1</p>	<p>Grant Fundraising</p> <ul style="list-style-type: none"> • Develop and lead our Grant Fundraising programme to deliver on budgets and drive income; including identification of opportunities, writing fundraising applications and meeting reporting requirements • Work with Head of Communications and CEO on large grant programme (grants over £30k). Looking for new opportunities and cultivate relationships from existing grants. • Manage medium grants programme including relationship with third party contractor to deliver against budget targets. • Track and report regularly on progress. • Own external reports needed to broaden donor relationships or to fulfil funding obligations.
<p>Work stream 2</p>	<p>Corporate Fundraising</p> <ul style="list-style-type: none"> • Develop and lead our Corporate Fundraising programme to deliver on budgets and drive unrestricted income. • Work across the organisation to build relationships with our regional teams, using the links, knowledge and expertise across the organisation to inform your approach, and working in partnership with all staff. • Create a Corporate Fundraising pipeline to identify, brief, ask and steward prospective and current corporate partners. • Represent Safe Families at meetings with donors and other external events. • Continually seek to improve the quality & effectiveness of relationship management. • Develop proposals, presentations and pitches for corporate supporters.

<p>Work stream 3</p>	<p>Develop Safe Families Overall Fundraising Capabilities</p> <ul style="list-style-type: none"> • Develop and improve our organisation wide oversight, monitoring and coordination of fundraising and reporting. • Ensure that accurate and up to date information is given on all funding related submissions. • Help improve our wider staff and boards fundraising skills, capacities and systems. • Keep us up to date on the best practice in fundraising and ensure that new fundraising opportunities are identified and shared with the team in a timely manner.
<p>Other Bits</p>	<ul style="list-style-type: none"> • Help to coordinate and develop Major Donor fundraising. • Keep the fundraising information on the website, social media and other digital communications updated. • Create fundraising materials as required. • Lead on organising fundraising events. • Travel to fundraising events and other meetings as required. • To produce annual budgets and comply with period-end accounting deadlines. • To participate in staff conferences, policy and practice development meetings and other relevant meetings as invited. • To carry out any other reasonable tasks and activities appropriate to this post as directed by the Head of Communications and Influence.
<p>Desirable experience and attributes:</p>	<ul style="list-style-type: none"> • In-depth knowledge of fundraising best practice. • Experience of fundraising within the charity sector. • A track record of delivering fundraising success. • Experience of raising funds from corporate/major donors. • Experience of implementing fundraising strategy across an organisation.
<p>Essential experience and attributes:</p>	<p>Knowledge</p> <ul style="list-style-type: none"> • The ability to create fundraising plans, monitor, evaluate and report on progress. • Aware of different communication channels and approaches from either fundraising or commercial sales. • Awareness of the grant fundraising infrastructure in the UK • Basic financial acumen, aware of and comfortable interpreting standard financial reports. <p>Skills</p> <ul style="list-style-type: none"> • Excellent English written and verbal communication skills

	<ul style="list-style-type: none"> • Excellent influencing and relationship building skills, ideally gained in the corporate or high net worth individuals' spheres, but with the ability to cross into other sectors, including the church world. • Excellent project management skills. • Strategic approach to income generation, able to set ambitious yet achievable goals, with the ability to monitor and report on progress towards those targets. • Tenacity in seeking results and great negotiation skills. • Ability to make decision and take the initiative, as part of managing a complex and varied workload. • Excellent computer and IT skills, particularly excel and databases. • Creative, open to change and a good idea generator. • Able to work with a large degree of autonomy, taking a hands on approach to getting things done. <p>Experience</p> <ul style="list-style-type: none"> • Experience of and ability to plan effectively at an organisational level. • Experience of relationship building in a sales environment. • Experience of successfully completing and managing grants. • Experience of generating income from multiple streams to successfully hit a budget. <p>Qualifications</p> <ul style="list-style-type: none"> • A relevant degree and/or postgraduate qualification would be advantageous, or higher level vocationally-based qualifications. • Must be able to drive with valid UK license with own transport.
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This post has the following special circumstances:

Working weekends and evenings will occasionally be necessary.

Screening:

For Safeguarding reasons the candidate will be screened through an Enhanced DBS check.

Safe Families actively encourages applications from Black, Asian and minority ethnic backgrounds candidates