

Job Description

Job title: Fundraising Manager

Salary or Salary Scale: £31,200 pro-rata

Hours of Work: 0.6 fte (22.5 hours per week – ideally Monday - Wednesday)

Reports to: Head of Finance and Fundraising **Supervises:** Fundraising Associates or Volunteers

Main purpose of the job

The aim of the role is to generate income for our core costs and projects across a range of existing and new income streams. This will involve:

- **Income Generation**
- **Stakeholder liaison**
- **Developing new income streams**

Success will look like increasing the level of income generated from existing and new sources over the next 3 years in line with our strategy targets.

This is increasing our income from £240,000 to £380,000 per year. Diversifying our income by increasing our donations, earned income, and sponsorship from 17% to 40%. Securing 25% of income from multi-year trusts and grants, and 45% from single year grants.

Key Responsibilities

- **Income generation:** with the help of colleagues, research a prospects pipeline and deliver our fundraising applications and activities which currently is primarily through trusts and foundations, local authorities and digital community fundraising campaigns. This will include liaising with other fundraising staff and associates.
- **Stakeholder liaison:** directing use of CEO, staff, and own time with regards to external events and meetings to turn stakeholders into prospective funders. Managing funder relationships, including acknowledgments, updates and reporting.
- **Developing new income streams:** Over the coming years you will manage, with colleagues, the development and implementation of creative ways to diversify our income, including: increasing our donations through digital community fundraising, and earned income from 'selling our services' and sponsorship.

Any special conditions

- This role is flexible. It is office based at our centre in Northfield, however we do allow some home working to meet operational needs. The expectation of this role would be at least 1 day in the office, and the rest at external meetings or working from home.
- Your line manager is currently operating remotely, but you will be provided onsite support from the Programmes Manager and CEO.

- This post may occasionally require flexibility to work unsociable hours at weekends and evenings.
- This role will occasionally involve helping the team with events involving children and vulnerable adults we work with, therefore we will require a successful DBS check.

Person Specification

Qualifications	
Relevant experience or related qualification	Essential
Skills and Abilities (Related to Role)	
Highly developed planning and organisational skills for managing own and others' time, and multiple priorities (Income generation and Stakeholder Liaison)	Essential
Excellent communication skills - Ability to translate our activities and impact data into credible and convincing narratives for a wide range of audiences and criteria (Income generation)	Essential
Researching, identifying and developing new income generation opportunities which lead to successful bids and donations (Income generation)	Essential
Helping support others and to give and receive constructive feedback (Stakeholder liaison)	Essential
Excellent written and numerical skills (All)	Essential
Using a range of Digital and IT products and platforms such as Microsoft Office (Word/Excel), SharePoint, CRM system, Online HR System (All)	Essential
To work as a member of a team, delegate, facilitate and negotiate (All)	Essential
Experience and Knowledge (Related to Role)	
3+ years of experience in a fundraising or income generation role ideally in the not-for-profit sector (income generation)	Essential
Demonstrable success at generating income from a range of sources including: trusts and foundations, local authorities, businesses, digital platforms and the general public (Income generation)	Essential
Knowledge of how to set up new income generation streams such as sponsorship, earned income, and digital community campaigns to generate donations (Developing new income streams)	Essential
Experience or knowledge of sustainability issues for local communities such as environment, health, and fairness and how to communicate them to prospective funders and donors (All)	Desirable
Other requirements (for all roles)	
Ability to demonstrate an understanding of and commitment to our organisational values of being: <ul style="list-style-type: none"> • Committed to people centered solutions 	Essential

<ul style="list-style-type: none">• Ready to listen and learn• Professional	
Commitment to equal opportunities, diversity and inclusion in our operations and delivery.	Essential

We do not accept CVs.

If you would like a conversation about the role, please email Simon Slater - simon@ecobirmingham.com from 12th September2022.

Please return your completed application form to michael@ecobirmingham.com by **5pm Monday 10th October2022**. Interviews will be held 18th or 19th October2022 at the ecobirmingham office.