**Job Title:** Fundraising Manager

**Date:** April 2024

**Accountable** **to**: Head of Fundraising

**Accountable for:** Supporter Liaison & Events Officer

**Location:** Albemarle St, London / flexible homeworking

**Contract type:** Fixed term contract 6 months – either full time (35hrs per week) or part time (28hrs per week) - flexible working considered

**Salary:** c. £38,000 per annum FTE

**Background**

We are looking for an experienced fundraiser to join our Fundraising Team. You will be a compelling and engaging communicator who can work at all levels of the organisation to cultivate and develop the relationships that will enable the Ri to achieve our strategy. You will be used to managing a portfolio of donors at different stages – from prospecting and cultivation through to ask, stewardship and retention.

**Job purpose**

To support the Head of Fundraising in maximising income from all funding sources to meet and exceed financial targets.

Maximising supporter engagement and income across all funding streams. In particular, to support individual giving, patrons, major donors and legacies. Occasionally the role may be needed to support wider fundraising efforts across Trusts & Foundations and corporate partnerships. The role will be collaborating across the Ri to develop innovative and compelling proposals, delivering excellent account management and stewardship to existing donors, and identifying, researching and engaging new prospects.

|  |
| --- |
| **Main responsibilities of the role** |
| * Researching and creating compelling funding proposals - working closely with relevant colleagues across the charity - and communicate these to donors in an effective way * Researching relevant donors and funding opportunities and facilitating prospective donor introductions and cultivation * Providing excellent stewardship of our donors to achieve agreed retention targets * Building relationships with new or lapsed donors and creating opportunities to introduce the work of the Ri * Preparing all relevant reports required by donors on time and to a high standard * Managing the Supporter Liaison & Events Officer to create, plan and deliver a calendar of engaging and exciting fundraising events and to help support donor cultivation and stewardship * Developing and organising fundraising campaigns * Recording all fundraising activity on our donor management system to ensure delivery of financial KPIs * Monitoring and managing a budget and producing accurate reports, analysing performance against agreed KPIs |
| **General responsibilities applicable to all staff** |
| * Understand and support the Ri strategy including the Ri vision, mission and aims * Promote the Ri values and encourage team working and effective communication with colleagues. * Help achieve EDIA goals across the organisation and as a manager promote diversity and inclusion at the Ri * Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner. Create connections with other organisations to deliver exciting events and boost the profile of Ri * Comply with Ri financial and other policies and practices as applicable including Health & Safety, Safeguarding and GDPR. * Undertake other responsibilities as may be reasonably requested of your post. |

**Person Specification**

|  |  |
| --- | --- |
| **Skills, experience and knowledge**  Essential (E) Desirable (D) |  |
| * Substantial demonstrable experience working in a fundraising position in the cultural or similar sector, | E |
| * Experience in preparing fundraising proposals, demonstrating fundraising success | E |
| * Experience of building excellent relationships and networks both internally and externally | E |
| * Experience of managing relationships with donors | E |
| * Demonstrable experience of maximising opportunities from researching prospects to generating meetings, and securing income | E |
| * Excellent written and verbal communication skills | E |
| * Individual Giving/Patron/Major Donor/Legacy fundraising experience, securing 6-figure donations. | D |
| * Able to tackle challenges constructively, and find creative ways forward | D |
| * Strong understanding of the Ri’s mission and activities | D |
| * **Qualifications** |  |
| * Degree or equivalent relevant qualification/experience | D |
| * Qualification in fundraising related discipline | D |
| * **Personal Attributes** |  |
| * Excellent interpersonal skills with the ability to influence at all levels in a complex environment. | E |
| * Ability to find pragmatic solutions, seek improvements, and adapt to changing situations. | E |
| * Ability to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail. | E |
| * Highly self-motivated and willingness to support others where needed. | E |
| * Ability to multi-task and work in a fast-paced environment. | E |
| * An interest in science, technology, engineering and mathematics | D |

**Notes**:

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

The role will involve some evening and weekend working