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**Job Description – Fundraising Manager**

**Accountable to**: CEO

**Job Location:** Lower Ground, 4 Castle Terrace, Edinburgh EH1 2DP

**Hours:** 35 hours per week

**Salary:** £27k

**Holidays:** 25 days plus 10 public holidays

**Hearts & Minds**, the home of Clowndoctors and Elderflowers, has an immediate vacancy for a Fundraising Manager to join our small and busy office team in Edinburgh.

[www.heartsminds.org.uk](http://www.heartsminds.org.uk)

**Job Purpose**

The Fundraising Manager will play a key role in developing the Fundraising strategy of Hearts and Minds. You will identify, generate and grow charitable income to underpin Hearts and Minds programmes by managing a portfolio of funders and prospects, creatively stewarding existing relationships and maximising opportunities for giving.

**Principle Responsibilities**

* Developing and implementing fundraising strategies to achieve an agreed annual income target.
* Establish and manage a rolling programme of approaches to a portfolio of charitable trusts and foundations to achieve annual plans and income targets.
* Research and identify new sources of funding while keeping abreast of the grant giving marketplace and related developments within the sector.
* Write bespoke proposals, applications and fundraising materials aimed at charitable trusts and foundations, individuals and companies.
* Representing the company by attending, participating in & speaking at external events and activities
* Work closely with the CEO and other relevant staff to implement the new fundraising strategy.
* Managing and developing the fundraising database
* Any other duties as reasonably required

**Person specification**

* Professional attitude and conscientious work ethic.
* Whilst always maintaining a professional attitude, you will be confident, enthusiastic with a good sense of humour, compassionate and open.
* You will communicate effectively at all levels both verbally and non-verbally
* You will manage your time well and not shy away from the high level of admin necessary in this role
* You will be committed to equal opportunities and non-discriminatory practices and respect confidentiality.
* You will be comfortable visiting hospitals and hospices and care homes.

**Essential Requirements**

* Proven direct experience of fundraising from trusts & foundations, corporate and / or public sector.
* The ability to foster and maintain strong and positive relationships with key funders and stakeholders in the sector.
* Proven ability, plus taking a personal pride, in delivering work of a high standard.
* Excellent communication skills both spoken and written.
* Ability to manage own time effectively and to prioritise tasks
* Willing to work collaboratively as part of a small team
* Self-motivated with a positive and friendly manner
* Good IT skills
* Committed to equal opportunities and non-discriminatory practices and respecting confidentiality
* Ability to interpret financial information and understand budgets

**Desirable:**

* An understanding of the voluntary sector
* Experience of working in and knowledge of the arts sector
* Experience of working in and knowledge of the charity/health sector
* An absolute commitment to the company vision and aims
* Experience of organising or supporting in organising events
* Hold a full UK driving licence and have access to a car

HMFM/JAN19