

Job Description

Position: Relationships and Fundraising Manager
Responsible to: Chief Executive

Purpose of the job:

- To lead on Space's fundraising strategy, working with the Management Team to target fundraising efforts; Coordinating service ideas and finance data to write and submit successful funding bids.
- To build and maintain strong relationships with trusted partners in order to increase Space's income across Trusts, Foundations, professional relationships and Corporate Supporters.
- To improve the diversity and strength of Space's funding base and grow awareness of Space's projects to attract new funding opportunities.

Key Tasks and Responsibilities:

Service Delivery

- Lead the development of an organisational funding strategy to sustain resilient and robust income streams for all of our work, to include a calendar of fundraising appeals and events, ensuring a planned return on any investment; growing unrestricted income, meeting financial and organisational objectives, targets and KPIs.
- Devise and maintain a fundraising work plan in line with organisational strategy, preparing annual forecasts and quarterly budgets for review to deliver agreed outcomes and inform future funding applications.
- Research fundraising opportunities, writing funding proposals and reports, presenting these to potential donors.
- Creating ingenious ways to raise awareness of Space and it's services, implementing marketing strategies and promotional campaigns, developing fundraising events.
- Support our strategic development by sustaining income and building impactful and effective relationships with new sources.
- Representing Space at relevant groups and bodies. Organising and attending speaking events and networking with relevant stakeholders.
- Establishing strong relationships with staff, the public, stakeholders, corporate supporters, funders & the media.
- Maintaining an effective database with the ability to generate and analyse data.
- To lead by example, modelling values-led behaviour, embedding regulatory and organisational requirements in all activities.
- Ensure Space is held to account for all fundraising standards and measure progress against Space's Fundraising Promise.
- Use in-person and online communication systems to good effect and contribute to sharing of information across the organisation
- Support the creation of marketing and promotional activities to increase the effectiveness of our communications for us to meet our targets
- Undertake any other duties expected to fulfil the role.

Team work & Behaviours

- Effectively communicate, engage and inspire staff across the projects, and foster collaboration and team work throughout the organisation, including involvement in team meetings as required.
- Work to Space and sector legislative, ethical, policy and procedural requirements.
- Understand the requirement for confidentiality in our work, balanced with data sharing with suppliers, stakeholders and others, with a command of GDPR regulations.
- Care for the work environment to promote effective working.
- Team work including taking part in the induction of staff and supporting other team members including offering constructive challenge where appropriate.
- Nurture a culture of kindness; upholding the integrity of Space and working towards our values – welcoming, fun, creative, bold and trustworthy.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Undertake relevant Continuing Professional Development and interest in the latest relevant literature.

Line Management

- Undertake regular catch-ups and 1:1 Support & Supervision meetings with the line manager.

Person Specification

Knowledge, skills and experience	
Minimum three years of evidential, relevant fundraising experience.	Essential
Sound knowledge of the charity funding sector.	Essential
Experience managing a team and facilitating managers.	Essential
Excellent English communication skills	Essential
Competent with the use of digital communications inc Microsoft Office Suite software with a knowledge of communication apps such as Zoom, MS Teams & Whatsapp.	Essential
Well organised, with ability to manage and prioritise own workload.	Essential
Experience in devising strategic plans, thinking cross organisationally and the ability to evidence strategic thinking that changed outcomes	Essential
Demonstrable achievements in delivering ambitious fundraising initiatives and targets	Essential
Experience in delivering against income targets across fundraising streams, including community, events, individuals and trusts.	Essential
Experience in financial management and budgetary control	Essential
Have a flexible management style with the ability to challenge as appropriate and give and receive constructive feedback.	Essential
Be an engaging storyteller with presentation and public speaking skills	Essential
Excellent interpersonal skills for developing and managing high-quality relationships with partners, including corporates, charitable trusts and foundations	Essential



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Knowledge of legislation, regulations and financial issues relating to fundraising and the IOF Code of Practice	Essential
Ability to manage multiple tasks at once	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Positive thinker and creative problem solver	Essential
The ability to delegate and empower staff	Essential
Established network and connections in funding/funders	Highly Desirable
Experience in leading, motivating, managing high performance and supporting professional development	Desirable
Qualifications	Essential
Relevant professional qualification	Desirable
Member of Institute of Fundraising	Desirable
Values & attributes	
Be values led	Essential
Be a role model for staff and stakeholders, showing optimistic, determined and positive management to support our organisational aims and outcomes.	Essential
Creative approach to tasks and problem solving	Essential
Appreciation for the impact of, and desire to work in, the Third Sector	Essential