**Job Description**

**Fundraising Manager**

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| **Main Objective & Purpose** | Support the Adventure Centre for Education (ACE) in the successful delivery of all fundraising activities in line with the ACE strategy and business plans.  The Fundraising Officer will play an integral part in maximising ACE’s income. The post holder will be responsible for raising funds from community, corporate and other sources to further the work of ACE. The postholder will contribute to the development and implementation of operational plans in support of the organisation’s strategic aims, to ensure income growth. The Fundraising manager will achieve set financial targets and support the CEO with related tasks as required. |
| **Reports to** | CEO |
| **Responsible for** | Income and programme generation through fundraising |
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| **Main areas of responsibility and duties** | |
|  | * Work closely with the CEO to establish fundraising priorities and set achievable fundraising goals to deliver the fundraising strategy * Manage the workload to ensure an effective, proactive and professional fundraising approach is maintained at all times * Meet agreed fundraising targets and KPIs and contribute towards the delivery of team KPIs * Act as an enthusiastic and professional first point of contact for all fundraising enquiries. * Proactively explore new opportunities and partnerships for community and corporate support * Develop and manage community fundraising opportunities. * Identify new opportunities within Trust and Foundations * Complete application forms, request or develop additional content where required, and create personalised cover letters for grant applications to accompany funding proposal * Build and maintain strong relationships with internal and external stakeholders * Delivering presentations, talks and being present at community events and cheque presentations * Attending key events as required * Fundraising and event research such as event suppliers, raffle prizes and new events * Support with comms work including social media, with a specific focus on providing fundraising stories and content * Supporting all campaigns, appeals and fundraising activities * Developing high quality and effective fundraising materials and products in line with organisational guidelines * Producing fundraising reports for senior management and directors * Any other related duties requested by the CEO |

**Person Specification**

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| **Core skills** | * Ability to work proactively, prioritise work and meet deadlines * Excellent interpersonal skills, ability to liaise with people at all levels, on the telephone, face to face and in writing * Excellent written skills with direct experience of preparing high quality written work in a professional environment * Excellent IT skills including a working knowledge of Microsoft Office, Teams, Zoom and other online platforms. * Working knowledge of current fundraising legislation, including GDPR * Ability to work independently and flexibly with excellent self-management and organisational skills. * Ability to conduct thorough research to keep-up-to date with new fundraising opportunities * Excellent attention to detail and accurate record keeping * Ability to work to tight deadlines and coping with the pressures this can bring |
| **Knowledge and Experience** | * Proven experience across a variety of income streams and a record of accomplishment in leading successful fundraising campaigns. * Managing conflicting priorities to deliver high quality results * Experience of working in a fundraising role either in a voluntary or paid capacity * Experience of producing high quality funding proposals * Experience of maintaining Fundraising databases and keeping accurate records * Experience in managing budgets and interpreting financial reports for internal and external audiences * Experience of building and maintaining strong relationships * Experience of securing and managing corporate partnerships * Experience in having met/exceeded financial targets and KPIs * Experience working collaboratively across different teams within an organisation * Proven record of delivery within a high-performance, high-pressure environment * Experience of producing spreadsheets to assist with analysis and drafting reports |
| **Qualifications** | * Educated to Higher level or equivalent. (Desirable) * Member of the Institute of Fundraising. (Desirable) * Educated to Degree level or equivalent. (Desirable) |
| **Skills, Abilities and Personal Attributes.** | • Passionate about fundraising  • Excellent networking and communication skills  • Excellent problem solving skills  • Ability to work independently and using own initiative  • Ability to multi-task as and when required  • Able to work to tight deadlines and under pressure, whilst delivering excellent results  • Attention to detail, conscientious and self-motivated  • Positive attitude and approach  • Work well as part of a team |
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