**Development Manager**

**Salary £35,000**

## Job Description

## A little bit about us….

Garvald West Linton provides residential care, creative work opportunities and Day Services for adults with learning disabilities. The residents and staff together make up a community of approximately 130 people. There are five residential houses. On average, there are seven residents in each house with one House Manager, one Deputy House Manager and a group of care staff including night duty staff, spread across five residential care homes and our Workshops.

## Our Ethos

The aim of Garvald West Linton is to meet the physical, emotional and spiritual needs of the individuals we support.

## Main Purpose of Role

To create a development strategy to support our plans for the future, allowing projects to go ahead that are beneficial for our residents, continuing our grant application process and engaging our local community in our first public appeal. This is a fantastic opportunity to make a real difference to our residents and service users, whilst becoming part of a caring and supportive team.

## Key Priorities

## Manage the workload to ensure an effective, proactive and professional fundraising approach is maintained at all times.

* Work closely with the CEO and Managers to establish developmental priorities and set achievable fundraising goals together with the strategies to deliver the fundraising strategy.
* Identify potential sources of funds and develop Garvald West Linton’s case for support.
* Ensure key messages are communicated to relevant parties and are in line with GWL’s strategic planning and the ethos of GWL.
* Develop and manage relationships with existing and potential donors.
* Promote fundraising activities for GWL.

**Qualifications**

* Educated to Higher level or equivalent. (Desirable)
* Member of the Institute of Fundraising. (Desirable)
* Educated to Degree level or equivalent. (Desirable)

## Knowledge and Experience

* Proven experience across a variety of income streams and a record of accomplishment in leading successful fundraising campaigns.
* Ability to work to tight deadlines and coping with the pressures this can bring.
* Strong organisational and project management skills.
* Managing conflicting priorities to deliver high quality results.
* Exceptional interpersonal skills and the ability to build strong relations with individuals and groups.
* Experience of charity fundraising.
* Proficient in Microsoft Office packages, website, social media and database systems.
* Proven experience of fundraising research.
* Experience of producing spreadsheets to assist with analysis and drafting reports.
* Proven success in raising significant funds across all voluntary income streams and bespoke fundraising events.
* Proven ability to acquire new donors and growing income through effective donor relationships management.

## Skills, Abilities and Personal Attributes.

## Passionate about fundraising.

* Excellent networking and communication skills.
* Excellent problem solving skills.
* Ability to present management information to Garvald West Linton Board in a clear and concise way.
* 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.

This position involves working with vulnerable adults and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, disclosure of criminal convictions is requested from all applicants, and if successful in your application, this will be followed up by application for registration to the Protection of Vulnerable Adults Group. All applicants can be assured that the information will be dealt with confidentially and will not be used to discriminate against them unfairly.