

JOB DESCRIPTION

Fundraising Manager

Job Title: Fundraising Manager Headway Thames Valley

Accountable to: Chief Executive Officer

Job Location: Henley on Thames

Hours: Minimum 3 days per week

Job Summary:

To develop and implement a fundraising strategy and plan to balance current income and expenditure, to meet the shortfall in income that may occur in future with the reduction or withdrawal of funding by local and statutory bodies, to fund any capital projects required to develop services and to generate further income to enable expansion of services currently provided.

Main Tasks and Responsibilities:

1. To develop and reach agreement with the CEO for a fundraising strategy that meets the requirements of the Headway Thames Valley business Plan ensuring sustainability and growth.
2. To produce a fundraising plan in line with the fundraising strategy that includes trusts, foundations, personal and business donors, grants from various bodies, community fundraising and events.
3. To successfully deliver the fundraising plan and achieve agreed financial targets.
4. To create and cultivate major donor relationships including business and high net worth individuals.
5. To develop and maintain a system for accurately recording all aspects of fundraising activity.
6. To raise awareness of the charity throughout the Thames Valley area by representing the Charity at external functions, meetings and events and use of website & social media.
7. To recruit, organise and manage volunteers to carry out money raising activities and maximise supporters to maximise the funds they raise.

8. To organise traditional activities such as local events and sponsored outdoor activities as a way of both raising the charity profile and maximising returns.
9. To develop, coordinate and manage web based donations.

Person Specification:

Essential

- Experience of fundraising from trusts, foundations and other bodies.
- Track record in developing and delivering fundraising strategies and plans.
- Experience of developing and cultivating donor relationships particularly with high net worth individuals and businesses.
- Exceptional presentation, relationship building and persuasion skills.
- Highly professional, optimistic, tenacious, determined and results driven.
- Broad understanding of charity governance.
- Knowledge of best practice requirements for fundraising in the UK.