

Job Description & Person Specification: Fundraising and Business Development Manager

Accountable to: The Director

Overview

1. You will lead the continuous strategic fundraising development of The Coroners' Courts Support Service that will see our national fundraising income become sustainable in the immediate, medium, and longer term. You will have the ability to lead and develop fundraising resources to secure and grow non statutory and statutory (restricted and unrestricted) income on behalf of the charity.
2. You will play an active role within the senior management team and help us explore opportunities for growth and strategically build and manage relationships with new and existing partners.
3. This is a strategic yet hands on role, requiring a leader who can think creatively to maximise the opportunity to establish the CCSS as a national charity whilst possessing the emotional intelligence to recognise the sensitivities around national fundraising.
4. Success is measured by the amount of money raised in cash received and secured gifts (pledges), the number and diversity of donors to CCSS, the level of engagement activity undertaken and how this activity contributes to achieving the CCSS's strategic and operational goals

Day to day duties

As our fundraising and development manager, you'll need to:

1. Devise a fundraising strategy to be approved by the Director and senior leadership team
2. Develop and agree a departmental budget and work to achieve or exceed a fundraising target
3. Co-ordinate and manage fundraising, comprising community, trust, corporate, major donor and digital fundraising, across the organisation
4. Develop, recruit, organise, support and manage and motivate a future team of fundraising volunteers across different fundraising functions.
5. Build relationships with high profile and high net worth individuals as potential donors to the organisation
6. Build relationships with charitable trusts, foundations and other institutional funders
7. Write or approve funding applications to charitable trusts and foundations
8. Attend networking events and meetings with potential donors
9. Prepare reports and give presentations on fundraising progress to the senior leadership team and/or the trustee board

10. Motivate and facilitate supporters to maximise the funds they raise
11. Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters
12. Develop and organise traditional, new and imaginative activities, such as sponsored outdoor events
13. Raise awareness of the charity and its work at local and national levels, e.g. giving talks to groups or seeking photo opportunities with the media
14. Develop and coordinate web-based fundraising
15. Increase funds by researching and targeting charitable trusts whose criteria match the charity's aims and activities
16. Develop and implement a strategy for individual and corporate supporter recruitment and development
17. Oversee corporate fundraising, including employee giving and matched giving from employers
18. Develop, manage and update databases to record donor contact and preference information
19. Write applications to reach a range of potential and current donors
20. Make risk analyses and balancing time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success.
21. Contribute towards a quality assurance process ISO9001

Person Specification

Essential

- Commitment to the CCSS' cause
- The ability to build and maintain positive relationships
- Creativity, imagination and an entrepreneurial attitude towards fundraising
- A proactive attitude, drive and enthusiasm to carry out projects to conclusion
- The ability to positively influence others using excellent communication skills
- The capability to work under pressure and meet deadlines
- The ability to meet financial targets
- Good organisational and project management skills
- The ability to motivate others and work as part of a team
- Resilience, particularly when faced with setbacks
- Sensitivity to the needs of volunteers and donors
- A willingness to carry out a range of administrative tasks
- The ability to make regular presentations to trustees, senior managers or potential donors and write winning fundraising applications
- The ability to represent the CCSS to high profile and high net worth individuals and persuade them that the cause is one they should contribute to
- Line manage volunteers
- Need to be adept at using technologies and aware of their fundraising potential
- Innovation skills: Charities believe that new fundraising rules will hinder their ability to fundraise and interact with the public. So, strong ideas about how to hit fundraising targets in this climate are at a premium

- Budget management skills: You need to be able to work effectively with limited resources
- Capability to maintain ISO 9001 and quality assurance
- Time management skills: the ability to prioritise and meet deadlines
- Educated to degree level
- Previous proven fundraising successes
- Proven ability to work independently
- Comfort with, and talent for strategic thinking around complex issues
- Strong planning and time management
- Tenacity and initiative
- Growth mind-set; seeks out and acts on feedback
- A commitment to equality, diversity and inclusion
- Ability to lead and motivate a team toward performance and development
- Ability to analyse an organisation's leadership, delivery business model and prospect.
- Understanding and/ or experience of performance and impact management

Additional information

- **Corporate fundraisers** raise money from businesses in various ways, from organising payroll giving to agreeing sponsorship of major events.
- **Trust and statutory fundraisers** bid for trust and grant money.
- **Community fundraisers** are the main point of contact for most mainstream fundraising involving members of the public.
- **Major donor fundraisers** focus on developing relationships with key supporters who can donate high-value gifts.
- **Legacy fundraisers** encourage supporters to consider leaving a gift to the charity in their will.

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