

Job Description



Post:	Fundraising and Business Development Manager
Salary	£34,000 - £39,000 per annum
Hours	37.5 hours (full-time)
Terms and Conditions	Permanent (subject to funding and performance)
Responsible To:	Executive Director
Responsible For:	Senior Fundraising Officer/s /Volunteers

Job Purpose:

1. Manage and lead the fundraising strategy to raise / maintain income of circa £1m per year with an annual income growth in line with the Trust's strategic plan
2. To be responsible for identifying and securing funding and contracts from a range of sources, including trusts and foundations, the corporate sector, local/central authorities, and fundraising events
3. Lead on new initiatives including corporate, social enterprise, business and community donors, and regular giving

Main duties and responsibilities

1. Fundraising

- Work on the development, delivery and monitoring of the Osmani Trust's (OT) fundraising strategy and annual fundraising plan and priorities
- Grow income over the next 5 years and improve the sustainability of the organisation by proactively securing funds from new and existing income streams
- Diversify the mix of income streams, develop new streams of income including major donors, regular giving, corporations, Government, community and business fundraising.
- Co-ordinate and oversee community fundraising campaigns, online campaigns, and fundraising events.
- Achieve clear fundraising targets as set out by the Executive Director

2. Bid Writing

- To research, prioritise, prepare and submit persuasive funding applications and tender bids to trusts/corporations/local authorities, producing project plans, costing work and compiling necessary evidence.
- Developing tactics to ensure that we are identifying and winning the right tenders in line with the charity's vision, values, expertise and financial plan.

3. Business development

- Identify new opportunities; undertake analysis of the sectors that OT operates in.
- Source and evaluate tenders, funding, contracts, donations and potential new business opportunities and partnerships.
- Identify potential partners and associates, and develop relationships across a variety of sectors that lead to joint proposals and bids for grant-funded and commercial work

4. Stakeholder relationship management

- Proactive development of relationships with prospective grant funders.
- Maintain good working relationships donors, volunteers, service users, project managers, staff, trustees, and external organisations to further the sustainability of the organisation

5. Marketing

- Create a robust and wide ranging case for support for OT which can be used to generate funding specific marketing materials, e.g. case studies and impact info graphics
- To develop, write and produce proposals, mailings, e-newsletters and other materials for donors as required
- Contribute (as appropriate to fundraising) to the charity's online and social media presence

6. Performance reporting

- To correspond with donors/potential donors on a regular basis and ensure they are provided feedback and monitoring reports on progress as necessary.
- To maintain up to date records of all fundraising work and provide regular and annual reports to the Executive Director and Management Committee
- To work closely with the Finance team and other relevant projects to ensure funds are being used within agreed remits as agreed with funders
- Monitoring of progress and outcomes for core grants, and recording and dissemination of impacts of this work to funders.
- Contributing to the compilation of impact reports that showcase the relevance and significance of our work to funders, partners and supporters of our organisation

7. General

- Manage the Senior Fundraising Officer and fundraising volunteers who can assist with different aspects of fundraising
- Participate in supervision meetings, SMT, Project Managers and Management Committee meetings and any other relevant meetings.
- Ensure that files and recording systems are accurate and kept up-to-date.
- Follow Osmani Trust's policy, procedures, and performance expectations
- Undertake and complete training and personal developmental programmes/courses deemed necessary for the post
- Undertake any other duties compatible with the level and nature of the post as reasonably required by the Executive Director

Person Specification

Job Title: Fundraising and Business Development Manager

Knowledge/Skills/Abilities	How assessed	Essential/ Desirable
1. Educated to degree level or equivalent	Application form and interview	E
2. Demonstrable experience of at least 4 years of writing large funding applications/tenders and securing significant funds for a medium-large charity	Application form and interview	E
3. Experience of developing and delivering a Trust fundraising strategy and plan	Application form and interview	E
4. Experience and track record of winning large bids	Application form and interview	E
5. Experience and successful track record of business development in the charity sector	Application form and interview	E
6. Experience of or knowledge of frontline services working with people with complex needs in the youth, health, education and training or other relevant field	Application form and interview	D
7. Excellent oral, written and presentational communication skills, with experience of interacting with senior stakeholders and writing for a variety of audiences.	Application form and interview	E
8. Excellent relationships with key funders in our sector.	Application form and interview	D
9. An understanding of different types of fundraising methods	Application form and interview	E
10. Ability to organise events and fundraising activities	Application form and interview	D
11. Good numerical skills and the ability to develop and analyse budgets and collate information accurately.	Application form and interview	E
12. Knowledge of current government policy and/or service delivery in the area of youth work, criminal justice, health, education and employment or other social policy related to our work.	Application form and interview	D
13. Computer literacy in MS Word, Excel, PowerPoint and Outlook; proven experience in Excel to produce accurate project costings.	Application form and interview	E
14. Ability to work independently and constructively as part of a small team.	Application form and interview	E
15. Willingness to be flexible to the needs of the team and the organisation	Application form and interview	E