

Fundraising Manager Job Description



Reports to: Head of Fundraising and Marketing

Direct reports: Fundraising and Marketing Assistant

The Role

The Fundraising Manager role is part of PACT's Fundraising and Marketing Team and will be responsible for leading on all voluntary fundraising activities to grow restricted and unrestricted income.

The post holder will be a self-starter with exceptional skills in research, written and verbal communication, planning and working with project budgets. They will have the ability to build strong relationships both internal and external to PACT in order to source vital information about PACT's projects and services, existing supporters, and contacts from staff and volunteers (including Trustees and Committee members). They will also have a passion for the welfare of children.

Key Tasks

Trust (restricted) fundraising	
O	To identify and research potential PACT donors (trusts and foundations) and capture this information in the Fundraisers and Tenders spreadsheet. Includes sharing research findings for small trusts with the Fundraising and Marketing Assistant and liaising with Senior Bid Writer
O	To create compelling cases for support and 'shopping lists' from which to base funding applications/requests and to liaise with other departments to ensure costs are accurate and updated
O	To write tailored applications to trusts for agreed PACT projects and services, working to agreed fundraising targets, primarily for core funding but also for agreed development projects, where appropriate
O	To monitor all restricted income raised and to provide a monthly update for the Head of Fundraising and Marketing on performance against agreed targets
O	To ensure any reporting requirements are fulfilled (includes any restrictions in the use of funds)

Unrestricted fundraising	
O	To support all individuals taking part in fundraising events (including the London marathon, as well as other key events such as runs, cycles, walks, sky diving etc). Includes proactively promoting upcoming events to staff, volunteers and supporters to maximise Team PACT attendees

O	To seek support from new corporate partners , and manage corporate relationships with existing corporate partners
O	To grow support from existing church supporters e.g. producing newsletter updates, arranging talks when requested and supporting any fundraising activities
O	To be the lead contact for all Fundraising Committees (includes Bridge Day, R&R, Carol Concert) and Community Groups wishing to support PACT
O	To coordinate at least one bucket collection per year local to PACT's HQ
O	To monitor all unrestricted income raised using monthly reports from Finance via Head of Fundraising and Marketing
O	To develop and lead on new fundraising initiatives or events, as agreed at team planning and strategy days

	Communications
O	To lead on producing marketing materials for fundraising initiatives and to ensure fundraising activities are well represented in internal and external communications such as PACT Pages, enews, website and social media

	Other
O	To deputise for the Head of Fundraising and Marketing and to support the F&M team in their absence
O	To line manage the Fundraising and Marketing Assistant and to oversee their duties including trust applications, funding reports, thank you letters and supporter database
O	To manage all fundraising volunteers supporting fundraising events and activities
O	To undertake any other duties deemed commensurate with this post as directed by the line manager
O	To take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of the work

Person specification

Essential Attributes	
<input type="checkbox"/>	Commitment to and enthusiasm for the aims of the organisation, ability to represent and be an advocate of PACT at events
<input type="checkbox"/>	Good organisation skills with an ability to plan, prioritise, and manage a varied workload to deadlines
<input type="checkbox"/>	Good interpersonal skills – the ability to develop good working relationships with team members, as well as cross team working and external funders
<input type="checkbox"/>	Good communication skills – written and verbal with high attention to detail
<input type="checkbox"/>	Competent in the use of Microsoft software packages (specifically Word, Excel and Publisher)
<input type="checkbox"/>	An understanding of the motivations to adopt
<input type="checkbox"/>	Experience of researching funder needs and translating these into tailored applications
<input type="checkbox"/>	Commitment to promoting equal opportunities and diversity in the workplace
<input type="checkbox"/>	Flexible working hours (evenings and weekends)
<input type="checkbox"/>	Full UK driver's license and access to own car

Desirable Attributes	
<input type="checkbox"/>	Experience of working in the voluntary sector
<input type="checkbox"/>	Experience of effective networking with different organisations at different levels