##

## ROLE PROFILE

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| **Job title** | Business and Community Fundraising Manager  | **Salary:** | £25,000 - £30,000  |
| **Reporting to:** | Chief Executive  | **Holidays:** | 33 days including bank holidays |
| **Location:** | Inspire Youth Zone, Chapel Street, Chorley PR7 1BS  | **Hours:** | 40 hours (flexibility required, including evenings and weekends)  |
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| **Key Relationships:** | Chief Executive, Major Donor Fundraiser, Marketing and Communications Manager, Youth Zone Board, Patrons and Supporters, local Businesses. |

**MAIN PURPOSE**

* As an experienced and results driven fundraiser you will be solely responsible for securing £150,000 (minimum) per year from business and personal donations, third party fundraising events, annual grant and trust applications and other fundraising activities.
* You will proactively manage relationships to encourage longer term support, with a view to securing multi-year patronage and develop strategies and partnerships to strengthen and expand fundraising income.
* Work with the Marketing and Digital Communications Manager and Board Member for Communications to develop a business loyalty scheme that will provide a passive income stream to Inspire

**The Business and Community Fundraising Manager post is part of and supported by a regional fundraising network led by the OnSide Development Team, who are based in Bolton. You will benefit from access to bespoke training and mentoring.**

 **Duties and Responsibilities - General**

* Be a role model for young people and present a positive “can do” attitude
* Take personal responsibility for own actions
* Commit to a culture of continuous improvement
* Work within the performance framework of Inspire Youth Zone and OnSide
* Represent Inspire Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
* Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible
* Represent Inspire Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
* To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice
* To assist with any promotional activities and visits that take place at the Youth Zone
* To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership

 **Duties and Responsibilities – Detailed**

* Develop and deliver a focussed fundraising programme that exceeds the minimum annual fundraising target, via corporate and individual annual donations, third party fundraising/networking events, Charity of the Year, sponsorship and other fundraising opportunities.
* Develop a high profile in the community and be proactive in identifying potential fundraising opportunities and supporters, providing high quality research to assist with relationship development or potential patrons (those able to give over £10k per annum)
* Understand individual motivations for donating and create development/ stewardship plans to maximise continued engagement and support
* Work with the CE and Major Donor Development Manager to steward, administer and record Patron support, leading on the stewardship of supporters (those giving less than £10k per year)
* Prepare and submit external funding bids to support the activities of the Youth Zone
* Work with the Marketing and Digital Communications Manager to develop a range of communication and promotional materials to support the Fundraising Strategy.
* Generate written and financial reports for management and the Board as required.
* Ensure adherence to relevant charity legislation and the Institute of Fundraising’s Codes of Fundraising Practice.
* Carry out other reasonable duties as requested by the Chief Executive

The job holder will be required to adhere to the Youth Zone’s policies at all times, with particular emphasis on Equal Opportunities and Safeguarding. Attendance at events and conferences will sometimes be required.

**PERSON SPECIFICATION**

Good candidates for this role will be high achievers, with the following skills, knowledge, experience and personality.

**Skills**

* Focussed approach to business and community fundraising
* Excellent influencing and client facing skills with an ability to communicate well with a wide range of people
* Proven proposal writing, pitching, presenting and negotiation skills, combined with the ability to build and maintain relationships with prospective supporters
* Strong interpersonal and networking skills
* Ability to make face to face approaches for funding and support
* Ability to convey the Youth Zone’s work with confidence, credibility and passion
* Strong organisational skills, with a structured and methodical approach to work and a clear focus on results
* Ability to work to multiple deadlines
* Able to think conceptually and creatively to develop profitable fundraising products and proposals for supporters
* IT literate and confident user of databases

**Knowledge and experience**

* Understanding and experience of the principles and practice of corporate and/or major donor fundraising
* A track record in securing significant funds and meeting challenging financial targets
* Experience/understanding of account management and key donor relationship management
* Understanding of issues affecting young people and disadvantaged communities would be desirable
* A professional fundraising qualification is desirable
* A full drivers licence

**Behavioural qualities**

* Focussed and organised
* Results-driven, determined and resilient
* Tenacious and confident
* Ability to build positive personal and organisational relationships
* Able to negotiate and balance competing priorities with consideration to ethical implications
* Commitment to the Youth Zone’s mission
* A willingness to work unsociable hours when required and to travel to events both in the region and beyond

 **Inspire Youth Zone are committed to the safeguarding of young people. This post is subject to an enhanced DBS check.**