

Job Description

Title:	Community & Corporate Fundraising Manager
Reporting to:	Head of Fundraising & Communications
Accountable to:	CHUMS Charity
Base:	Wrest Park Enterprise Centre, Silsoe MK45 4HS
Hours:	37.5 hours per week (flexible)

Job Purpose

Responsible for income generation from community and corporate fundraising activities. To recruit and support fundraising volunteers. To support individuals with their own fundraising events and challenges and to research other avenues of fundraising.

Duties and Responsibilities

- Proactively seek new corporate relationships and Charity of the Year adoptions while stewarding existing relationships
- Prepare and deliver pitches to a range of local and regional companies
- Develop, implement and achieve a range of sustainable and proactive fundraising activities, methods and initiatives to increase income and raise the profile of the service
- Develop new sources of income generation and identify innovative opportunities for funding
- Organise, promote and manage cost budgets for fundraising events
- Develop current supporters, through nurturing relationships and develop ways of encouraging new supporters
- Continue to develop and implement a fundraising strategy
- Ensure your input re day to day administration tasks is carried out efficiently and in accordance with Fundraising policies, procedures and best practice
- Ensure that all donations are processed and acknowledged appropriately and the fundraising database is accurately managed
- Support the Fundraising Assistant in providing and analysing statistical data and information about fundraising activities, supporters and potential new opportunities for funding reports and corporate documents



- Identify and research charitable trusts and grants which may be suitable for income generation
- Build the profile of the charity in the local community
- Work with the charity and team to ensure that appropriate literature and fundraising materials are available
- Contribute to monthly fundraising newsletters and updates for the charity committee and Board.
- Provide photos and stories to ensure constant presence of charity on social media
- Update information on website
- Maintain and develop effective working relationships with staff and volunteers
- Be an ambassador for the organisation

Key Relationships

- CHUMS CEO
- Head of Fundraising & Communications
- CHUMS staff
- Friends of CHUMS charity
- Head of Finance
- Volunteers
- Communications and Marketing Manager
- Fundraising Assistant

General Terms and Conditions

Variation

This job profile is not intended to be a complete list of duties and responsibilities but as a guide for information to the job and may be reviewed in the light of changed needs and as part of an individual's personal development plan. Any changes will be made following discussion with the post holder.

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

Equal Opportunities

All employees must comply with CHUMS Social Enterprise Equal Opportunities Policy and must not discriminate on the grounds of age, class, race, colour, nationality, ethnic or national grounds, disability, family responsibilities, gender, marital status, religion or sexual orientation, or any other grounds which cannot be shown to be justifiable.

Health and Safety

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that his/her work methods do not endanger themselves, or others.

Data Protection/Confidentiality

All employees are subject to the requirements of the Data Protection Act 1998 and must maintain strict confidentiality in respect of patient and staff records and information.

Continuing Professional Development

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

Person Specification

Community Fundraising Manager

Requirements	Essential	Desirable	Assessed
Education & Training	<ul style="list-style-type: none"> • Sales, marketing or fundraising qualification • Computer skills • Database skills 	<ul style="list-style-type: none"> • Involvement in the development of a fundraising strategy 	Interview
Knowledge & Experience	<ul style="list-style-type: none"> • Good experience of working within a fundraising environment/sales & marketing • Experience of working in a multi-disciplinary setting • Experience of public speaking • Experience of working with volunteers 	<ul style="list-style-type: none"> • Knowledge of geographical area • Experience of service development • Empathy with the aims of the service 	Application Interview



Skills & Abilities	<ul style="list-style-type: none"> • E x c e l l e n t communication and presentation skills • Numerate and IT Literate • Attention to detail • Good standard of written English • Ability to effectively manage a variety of tasks simultaneously and achieve agreed deadlines • E n t h u s i a s t i c , motivated and flexible 		Interview
Personal Qualities	<ul style="list-style-type: none"> • Ability to motivate others • Ability to build relationships • Confident and self motivated • Ability to work independently and use own initiative • Tact and diplomacy 		Interview
General	<ul style="list-style-type: none"> • Current driving licence and full use of vehicle • Will be office based but will be required to travel across the county • Ability to work flexible hours to meet the needs of the service 		Interview

Candidates will only be invited for interview if they meet the essential criteria for this post. The desirable criteria will be used to shortlist where the application of the essential criteria only, produces a large number of applicants.



Wrest Park Enterprise Centre, Wrest Park, Silsoe, Beds, MK45 4HS

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