

JOB DESCRIPTION

Job title:	Fundraising Manager
Job location:	Homeworking but with minimal travel across the UK and Ireland required (Covid-19 permitting).
Responsible to:	Head of Operations
Responsibilities for people:	No direct line management responsibilities though close working relationships are required with all staff and in particular with the Membership Secretary and the Communications Officer.
Hours:	4 days a week (0.8 FTE)
Salary:	£32,000 p.a. actual (£40,000 p.a. FTE). Employer pension contribution of 4%
Employment term:	Two-year contract initially with the potential to be made permanent, subject to performance.

Role Purpose:

The purpose of the role is to lead the Society's fundraising activity, particularly in regards to individual giving, trusts, grant-giving foundations and businesses. This involves working with colleagues to establish internal systems and processes, reviewing income generating plans and leading on their implementation and co-ordination. The role will seek to put BSBI on a sustainable financial footing, ensuring we are able to deliver the goals in our latest Strategy.

Main Responsibilities and Tasks

- 1 **Developing and Implementing Systems to Support Income Generating Activity**
 - Lead the development of BSBI's membership database to ensure it can support income generating activity.
 - Explore options for communications with members and externals that will aid income generation, including electronic newsletters, legacy drives, key donor days etc.

- Investigate and ensure fundraising compliance with all BSBI's systems and communication.
- 2 **Owning the Income Diversification Strategy**
- Regularly review the Income Diversification Strategy and update it as required.
 - Monitor implementation and impact of the whole Strategy, leading on specific areas and supporting colleagues to deliver others.
 - Liaise with and support colleagues with their income generating knowledge, messages and activity.
 - Provide regular income generating activity reports to colleagues and BSBI's trustees.
- 3 **Leading on Individual Giving**
- Create and implement a strategy for major and minor donors in the short, medium and long terms.
 - Develop a major donor and legacy campaign.
 - Liaise with colleagues over contacts, communication and activity.
 - Steward all individual donors and handle all administration.
- 4 **Leading on Trusts and Foundations**
- Identify suitable Trusts and Foundations that will support BSBI's aims and allow delivery of goals identified in our Strategy and lead on submitting funding applications.
 - Liaise with colleagues over potential projects and activity.
 - Steward all trusts and foundations and handle all administration.

The above list of responsibilities is not exhaustive and you may be required to undertake other responsibilities and training as requested by your line manager, appropriate to your role.

This job description is supported by an annual work programme and performance objectives to provide an indication of the level of performance expected from the role.

PERSON SPECIFICATION

Knowledge, skill and experience:

	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Educational attainments 	<ul style="list-style-type: none"> • An appropriate qualification in charity fundraising
Experience	<ul style="list-style-type: none"> • Significant experience in fundraising • Experience of managing multiple projects or activities 	<ul style="list-style-type: none"> • Experience of working within a similar organisation • Understanding of the sector • Experience of working with volunteers
Knowledge	<ul style="list-style-type: none"> • Charity finance, fundraising and marketing • Fundraising systems and tools, including bespoke databases and online platforms • Familiarity with fundraising regulations and good practice 	<ul style="list-style-type: none"> • Techniques, trusts and foundations relevant to the environmental sector. • Familiarity with GDPR
Skills/abilities	<ul style="list-style-type: none"> • Excellent communication abilities and interpersonal skills. • Strong organisation and administration skills • Results driven with an ability to work independently to drive work forward • Ability to influence work in a busy team and collaborate with and steer people outside their direct control 	<ul style="list-style-type: none"> • Empathy with and understanding of potential individual donors and business priorities • Ability to listen but also to steer 1:1 communication
Other	<ul style="list-style-type: none"> • An affinity with BSBI and our work • Very occasional evening and weekend working 	<ul style="list-style-type: none"> • Driving licence and access to a car for work purposes.