

September 2017

Thank you for your interest in the post of Trust Fundraising Manager at West Dean.

Please find attached the following information:

- Job description
- Person specification
- Key terms and conditions of employment

If you would like to apply for this position, please submit a CV and covering letter to Katharine Osborne, HR by email to Katharine.osborne@westdean.org.uk.

Closing Date: 2nd October 2017

JOB DESCRIPTION

JOB TITLE	Trust Fundraising Manager
DEPARTMENT/DIVISION	Fundraising
LOCATION	West Dean College
REPORTING TO	Group Head of Fundraising
MAIN PURPOSE OF JOB	To manage and deliver the Trusts, Foundations and statutory fundraising programme.

GENERAL DUTIES AND RESPONSIBILITIES

1. To manage and deliver the Trust fundraising programme. To monitor and review the effectiveness of the programme against income targets and develop/refresh approaches as appropriate. To manage and support the Fundraising Officer in developing and delivering strategic action plans that support the delivery of our new Capital campaign.
2. To prepare and manage income and expenditure budgets for Trust fundraising.
3. Develop high quality funding applications that are personalised to the requirements of individual Trusts and Foundations.
4. To ensure that there are systematic procedures for acknowledging, recording and banking pledges and donations.
5. In liaison with the Group Head of Fundraising to develop and utilise the network of Trustees and other Senior Volunteers to assist with Trust fundraising. To ensure that the skills, contacts and expertise they can offer are maximised, agreeing with them a programme of targeted approaches for their contacts and networks, and providing them with the appropriate support.
6. To network across all areas of West Dean to ensure that all fundraising opportunities are maximised.
7. To work closely with the media team to ensure media is optimised to encourage fundraising activities.
8. To ensure that all the necessary policies, procedures and systems are in place, implemented and kept regularly updated for success.
9. To work with the Fundraising Officer to manage the appropriate level of prospect and donor research to maintain a portfolio of new prospects.

10. In coordination with Fundraising Officer, service all donor requirements ensuring regular feedback of information and delivery of agreed benefits, offering a seamless stewardship experience to all donors.

11. Through an annual plan of contact nurture and cultivate donors in order to maximise their long term contribution to the organisation.

Reporting

1. Develop and deliver on all Trust fundraising activity against agreed targets (KPIs)
2. Evaluate and report on Trust fundraising activity against agreed targets.

Management & Supervision of Staff

1. Motivate and manage the Fundraising Officer on a daily basis (management responsibility for one direct report).
2. Liaising with the Group Head of Fundraising in respect of individual staff matters.
3. Plan and carry out staff induction, training and performance management in co-operation with the Group Head of Fundraising.
4. Approve annual leave and notify sick leave to Human Resources.

General

1. To build and maintain excellent working relationships, both internally within West Dean, and with external partners and suppliers
2. Undertake any other duties as may be reasonably requested by the Group Head of Fundraising.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Experience

Solid, demonstrable experience and knowledge of fundraising from Trusts, Foundations and statutory funders.	Essential
Demonstrable track record raising 5 and 6 figure grants	Essential
Previous experience supporting the development of a Capital campaign	Desirable
A minimum of 2 years demonstrable experience of managing others	Essential

Education / Qualification

Professional qualification and / or degree in a related subject or 5 years recent and relevant experience in a fundraising role	Essential
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Skills

Clear verbal and written communication skills including excellent application/report writing skills	Essential
Delegation and teambuilding skills	Essential
Evidence of good listening skills.	Essential
Numerate.	Essential
Strong organisational skills with the ability to manage multiple priorities	Essential
Good understanding of IT including Microsoft office	Essential
Diplomacy and tenacity	Essential

Personal Characteristics

Confident communicator, with the ability to build relationships both internally and externally.	Essential
Professional approachable manner.	Essential
Ability to work effectively under pressure.	Essential
Ability to work as part of a team.	Essential

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent
Duties :	As attached job description
Salary :	£32,000 per annum Payable monthly in arrears by BACS
Hours :	35 hours per week, Monday to Friday.
Holidays:	33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata).
Sickness:	10 days in any consecutive twelve month period, or longer period at West Dean's discretion, after six months' continuous service.
Benefits:	contributory pension scheme, childcare vouchers, subsidised meals, free and discounted places on short courses at West Dean College.