

## **Women's Community Matters**

### **Job Description and Person Specification - Fundraising and Development Manager (WCM 024)**

**Job title: Fundraising & Development Manager**

**Responsible to: Senior Officer**

**Base: Women's Community Matters, Barrow**

**Start Date: Friday 3<sup>rd</sup> April 2020**

**Salary: £24,500 (payable pro rata)**

**Hours: 21 hours per week**

**Contract: Initial 12-month contract subject to successfully passing a Probationary Review at the end of a 3-month period with a view to this becoming a permanent position**

**Please note that this post is open to all.** Previous posts with this organisation have been open to women only.

### **Purpose**

To develop and deliver a Fundraising Strategy and Plan to finance the delivery of the work of Women's Community Matters within the context of our philosophy and strategic plan as determined by the Senior Officer and Board of Trustees.

### **Primary Duties**

1. To have day to day responsibility for the development and delivery of Women's Community Matters Fundraising Strategy and Plan in line with the philosophy and strategic plan of Women's Community Matters.

### **Trusts and Grant-Making Bodies**

2. Build on relationships with existing funders, write reports to meet deadlines and submit further applications for funding
3. Manage and lead the identification of, and approaches to, trusts and foundations that have not previously supported the work of Women's Community Matters, building on an annual calendar of key prospects
4. Engage with key internal and external stakeholders to achieve the objectives of the Fundraising Strategy and Plan
5. Write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations
6. Develop and maintain reporting and application systems and co-ordinate information with funders, and WCM staff, as appropriate
7. Identify and submit applications for prizes and awards that will raise the profile of Women's Community Matters and secure funding

## **Corporate**

8. Identify and approach corporate prospects, securing financial contributions and the support of employees
9. Promote and market Women's Community Matters events to corporate employees

## **General Fundraising**

10. Develop a Fundraising Strategy and Plan alongside the Senior Officer
11. Contribute new ideas for fundraising and identify suitable funding initiatives
12. Identify and apply for appropriate tender opportunities
13. Build and maintain relationships with individual donors, organising cultivation events as appropriate
14. Broaden the mix of income streams including developing new streams of income such as room hire, the sale of goods and services (training), and legacy funding
15. Manage and co-ordinate fundraising events alongside our volunteer team, ensuring supporters are well cared for and have an excellent experience of our organisation
16. Produce action plans and monthly reports on specific areas of responsibility, identifying areas for growth and development and outlining any measurable objectives
17. Objectively review the success and achievements against agreed targets, identify strengths, weaknesses and areas for development
18. Maintain organised files of all fundraising information

## **Other**

19. Provide coordination, line management and supervision to staff, volunteers and students where appropriate
20. Ensure appropriate systems, procedures and record keeping are in place across your specific project areas
21. Assist WCM staff with the operational work of the Centre
22. Ensure effective communications between staff, volunteers, students and other service providers within the Centre
23. Promote the involvement, voice and feedback of the women using the Centre
24. Support publicity and media communication in relation to your specific projects areas, in liaison with the Senior Officer
25. Promote equality and diversity across all aspects of Women's Community Matters and the Centre
26. Contribute to all Health and Safety related matters and ensure compliance with all relevant Health and Safety policies and procedures; remembering that Health and Safety is the responsibility of everyone in the organisation
27. Promote Women's Community Matters as a valuable resource for women
28. Work with a broad range of voluntary and statutory agencies and key partners
29. Engage with national and regional organisations and partnerships as appropriate
30. Attend, supervision, staff meetings and training and development events as and when appropriate, in liaison with the Senior Officer
31. Contribute to Annual Reports and Board meetings as required
32. Represent the work of Women's Community Matters at events and to members of the public and supporters and where necessary deliver presentations

## **Personal Specification**

### **Experience**

- Experience in fundraising at an organisational level
- Proven record of successful applications for substantial funding from Trusts and other grant-making bodies
- Demonstrable ability to develop effective working relationships with a wide range of stakeholders
- Demonstrable knowledge of UK Trusts and Foundations and Corporate giving in general
- Experience of researching Trust and Corporate funding opportunities
- Working within a charitable environment

### **Skills and Competencies**

- Excellent written skills with the ability to produce concise and creative bids and applications
- The ability to write formal reports
- The ability to present information accessible to all stakeholders
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet)
- Attention to detail
- Demonstrable ability to plan and prioritise own workload with minimum supervision
- Excellent communication and presentation skills required to build relationships with a range of funders and stakeholders
- The ability to monitor and evaluate service delivery
- Excellent communicator with a range of stakeholders
- Knowledge and understanding of women specific approaches and working with vulnerable people of all ages
- The ability to implement policies and procedures
- Ability to work flexibly and respond to change
- Responds well to challenge and a wide range of responsibilities
- Ability to demonstrate initiative and work well under pressure
- Ability to understand and generate budgets
- Ability to plan ahead and work within agreed timeframes
- Ability and willingness to travel for work
- Willingness to work occasional evenings and weekends as required
- Knowledge of contracts/tenders would be an advantage

**To apply for this post please email your completed application form to:**

Rebecca Rawlings, Senior Officer at the following email address:

[jobs@womenscommunitymatters.org](mailto:jobs@womenscommunitymatters.org)

For an informal discussion about the post please ring Rebecca or Sam at the Centre on 01229 311102 or email [jobs@womenscommunitymatters.org](mailto:jobs@womenscommunitymatters.org)

**Please note:**

The closing date for receipt of all applications is **Sunday 16<sup>th</sup> February 2020 at 5pm.**

Interviews will take place on **Tuesday 25<sup>th</sup> February 2020.**

The anticipated start date is **Friday 3<sup>rd</sup> April 2020.**

**Additional Information**

An offer of employment will be conditional on completion of an Enhanced Disclosure & Barring Service check. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Women's Community Matters complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. Having a criminal record **will not** automatically exclude you from working for our organisation. Please see our policy posted alongside the recruitment information or contact us for a copy of our policy relating to this or for more information if you are unsure.