

## **JOB DESCRIPTION**

**POST:** Fundraising and Grants Manager

**LOCATION:** Rugby Portobello Trust, North Kensington

**RESPONSIBLE TO:** Director of Fundraising (or nominee)

### **JOB PURPOSE**

To maximise income potential for the organisation through events, HNIs, campaigns and trusts/foundations by creating and managing relationships with a range of potential and current supporters while working with the guidance set by P3, the Charity Commission and the Fundraising Regulator.

### **KEY RESPONSIBILITIES**

- 1) Manage the relationships with the portfolio of existing donors and develop new contacts.
- 2) Work closely with P3's Development Team to research prospective grants and make applications based on our mission.
- 3) Work closely with RPT's Head of Services to develop and fund new initiatives.
- 4) Work closely with P3's Communications Team to delivery on RPT's communication strategy and donor outreach strategy, including social media posts, donor newsletter, RPT's website and flyers.
- 5) Work closely with P3's Finance Team to track income against income targets set by agreed expenditure budget.
- 6) Produce and deliver high quality, creative presentations and proposals, ensuring a tailored approach at all times.
- 7) Effective evaluation of fundraising and marketing campaigns, ensuring that learning is communicated and implemented.
- 8) Work with the individual event Chairs to recruit and supervise fundraising volunteers to assist with external and internal promotional/fundraising events and activities.
- 9) Manage and update databases to record donor contact, income and contact preferences.
- 10) Deliver a varied programme of cost-effective events that raise the profile of P3/RPT, bring in new support and raise a healthy net income.

- 11) Be a dynamic and persuasive public figure for P3/ RPT, working to raise our profile, strengthen our networks and expand our donor-base, attending events and public speaking as necessary.

## **SUPPORTING RECRUITMENT**

- 12) Deliver recruitment activities to attract new regular donors.
- 13) Oversee and deliver upon retention strategies, taking into account supporter motivations and propensity to help.
- 14) Maintain, improve and analyse the donor databases.
- 15) Monitor income and expenditure against budgets and targets.
- 16) Liaise and build relationships with a range of stakeholders, such as customers, funders, suppliers and colleagues.

## **ORGANISATIONAL**

- 17) Work collaboratively with the Development team to ensure that contacts, leads and best practice are shared.
- 18) Manage the fundraising assistant and fundraising volunteers, as appropriate.
- 19) Ensure all cash-handling and banking is done in-line with P3's policies and procedures, including reporting to the Finance Department on income from various sources and by various means
- 20) Ensure that fundraising activities are underpinned by effective structures, systems and policies and done inline with P3's Fundraising Procedures.
- 21) Ensure P3 aims and objectives are met, legal and other guidelines adhered to and that new high value partnerships align with P3's principles.
- 22) Liaise and communicate effectively with all P3's personnel, volunteers, supporters and other charities, where appropriate, ensuring that fundraising plans are understood and supported.
- 23) Prepare reports for the Executive Leadership Team and Board of Trustees as required.
- 24) Ensure all activity is regularly recorded on database and spreadsheets to ensure monthly KPIs and ongoing progress reports are accurate and fundraising targets are met in all areas.
- 25) Negotiate contracts with new partners ensuring clear delivery mechanisms to meet the fundraising targets are included in all cases.
- 26) Embed an organisational culture of fundraising.

## **WORKING WITH OTHERS**

- 27) Work across P3 to inform, promote and deliver the Fundraising Partnerships strategy, keeping up to date with P3's work.
- 28) Positively support the overall Fundraising Strategy.

- 29) Work with the Board of Trustees to maximise their contribution to fundraising and profile-raising.

## **GENERAL**

- 30) To promote P3 at events and campaigns to companies, maximising income potential from all opportunities.
- 31) Maintain a strong external profile, keeping up to date with developments in the Corporate and Charity Sector e.g. news and competitive activity.
- 32) To positively and effectively network when representing P3/RPT at seminars, high value events etc.
- 33) Undertake development activities as necessary and appropriate to the role.

## **DELIVERING EQUALITY**

- 34) Foster the equality, diversity and rights of others by ensuring people are respected and valued as individuals.
- 35) Promote the rights and needs of people who use P3 services in the community.
- 36) Work within the framework of P3's equality and diversity policy at all times

## **OTHER**

- 37) Undertake all duties in accordance with all P3 policies and relevant legislation and work towards their continuing development and implementation.
- 38) The employee may on occasions, and in necessary circumstances, be called upon to undertake work in other locations in order to ensure P3's obligations to clients are fulfilled.
- 39) Undertake such other duties as may be required from time to time to maintain or enhance P3's services

## PERSON SPECIFICATION

### Head of Fundraising and Grants

	Essential	Desirable
<p><b>Skills/Experience</b></p> <ul style="list-style-type: none"> <li>• A fundraising outlook based on a career of building partnerships with a proven track record of success delivering outcomes in a charitable environment. Having experience gained within a marketing, client management or sales environment in a fundraising context.</li> <li>• Good working knowledge of MS Word, Excel and ability to use databases for recording and reporting</li> <li>• Personal gravitas and ability to work with external boards and volunteer committees.</li> <li>• A dynamic and motivated individual experienced in working with fundraisers or similar skills.</li> <li>• A deliverer. Someone who has a track record of personally delivering to defined goals. Has secured corporate relationships within their chosen sector.</li> <li>• Experienced in managing an opportunity/sales pipeline and their results.</li> <li>• Experience in managing a team of volunteers</li> <li>• Experience in using social media platforms and tools (Instagram, Facebook, Twitter, Hootsuite, Canva, etc), curating a newsletter and overseeing a communications strategy in relation to fundraising</li> <li>• Experience of fundraising in a multi-site organisation and working dynamically across various departments</li> <li>• Marketing/fundraising qualification</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<p><b>Key Attributes</b></p> <ul style="list-style-type: none"> <li>• A team player. Someone who is open and who is able and willing to deliver beyond his or her personal brief</li> <li>• Good planning and prioritising skills to manage a varied and pressurised workload while focusing on the "big picture" without missing detail</li> <li>• Ability to work collaboratively across departmental boundaries to achieve organisational goals</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	

<ul style="list-style-type: none"> <li>• External orientation. Someone who is focused on our supporters and our competition.</li> <li>• A creative, strategic thinker with skills to develop new initiatives.</li> <li>• Diplomatic and persuasive, able to build objective lines of argument/rationales for action and present viewpoints assertively</li> <li>• Proven track record of delivering creative solutions to overcome obstacles and enhance profitbaility</li> <li>• Ability to network with, and influence senior people both internally and externally in order to achieve a pre-defined outcome</li> <li>• Understanding of commercial and financial principles to improve performance.</li> <li>• Focuses on the achievement of financial targets and issues in terms of costs, profits, markets and added values.</li> <li>• Sees beyond immediate sphere of influence and is aligned to P3's overall objectives.</li> <li>• Is open to new approaches and alternative means in order to accomplish results despite setbacks</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
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## **WORKING CONTACTS**

**Internal:** Deputy Chief Executive, Chief Executive, Trustees, Senior Volunteers, colleagues within Fundraising; Policy & Communications, Operations, Development, Finance and HR.

**External:** Board level and senior contacts with individuals within the voluntary, corporate sector; senior volunteers, current fundraising and donor partners.

## **CHILD PROTECTION LEVEL**

The post-holder may have contact with children and young people and the post-holder may manage staff who have contact with children and young people.

All job descriptions are subject to periodic review.

This job description covers the range of duties required. It is P3 policy to, wherever possible, reach agreement on changes, however if this is not possible, P3 reserves the right to change the job description in line with the needs of the organisation.