

Job Description:	Fundraising Manager
Accountable to:	Head of Finance & Corporate Services
Hours of work	37.5 hours per week
Salary	£32,233 per annum
Primary Location:	Negotiable, but will be expected to regularly work from our Belfast and Ballycastle offices

Introduction

In our increasingly divided world, we nurture respectful relationships amongst people from different backgrounds so that we all can live well together.

Every year, we welcome thousands of people to our beautiful residential Centre at Ballycastle and into our community-based programmes to explore difference together and discover new ways to live well with each other.

Our team of staff, volunteers and members, who are drawn from a wide range of backgrounds and faith traditions, work together to contribute towards building a more cohesive and hope-filled society for everyone.

We are looking for a talented fundraiser who can inspire new and existing donors to support our mission and increase our income significantly.

Overall Purpose

To develop and deliver, in partnership with the Leader and Senior Management Team, Corrymeela's fundraising strategy to increase income from supporters, high value donors and corporates.

Key Tasks

Fundraising

Develop and deliver a fundraising strategy to increase unrestricted income from supporters, high value donors and corporates. This will include:

- Work closely with colleagues to identify needs and funding opportunities.
- Develop and deliver fundraising campaigns and co-ordinate events to increase income from one off gifts, regular giving and legacy income.
- Ensure the development of mutually beneficial relationships with new and existing high value and corporates to increase engagement and income
- Develop and deliver donor development plans, creating clear pathways for support for our new and existing donors. This will include contacting prospective or existing supporters through email, post, phone calls or face-to-face.
- Support applications and reports to donors and funders as and when required
- Adhering to Fundraising Regulator best practice, including the code of fundraising practice.

Database management

- Manage our fundraising database, including the training and support of staff and volunteers, to ensure that data is handled effectively and efficiently and in a way which complies with legal and best practice guidelines.
- Produce analysis and management reports from our database to identify fundraising targets and monitoring progress against targets.
- Produce donor contact lists from our database to communicate with donors through various channels.
- Support the input and amendment of records on our database, as and when required.

Financial Management

- Produce, manage, and monitor an annual fundraising budget.
- Be responsible for delivery against agreed fundraising targets.
- Provide regular forecasts and timeline reports.
- Comply with financial policies and procedures, including procurement, for expenditure.

Other Duties

- Support senior staff to produce funding applications as and when required
- Any other reasonable duties.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid and definitive but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

Flexible Work Patterns

It is the nature of the work of Corrymeela that tasks and responsibilities are unpredictable and varied. All staff are required to work in a flexible way to meet the needs of the organisation.

Statement on Confidentiality

It is in the nature of the work of Corrymeela that staff become aware of information that will be sensitive and/or confidential. It is crucial that this information is maintained in strictest confidence, within the context of Corrymeela's policies and procedures, and that failure to do so will be viewed as gross misconduct and will be subject to the appropriate level of the disciplinary procedures.

Safeguarding

We require all staff and volunteers to work according to Corrymeela's Safeguarding Policy. Where appropriate, offers of employment are subject to a check by AccessNI. A copy of the AccessNI Code of Practice is available on request.

Employment of Ex-offenders

Corrymeela has a policy on the recruitment of ex-offenders. A criminal record will not necessarily debar anyone from being offered employment.

General Responsibilities

- Members of staff are expected at all times to provide the appropriate service and to treat those with whom they come into contact in a courteous and respectful manner.
- All staff must comply with the Corrymeela Community No Smoking Policy on Corrymeela premises and also while on duty for the charity.
- All duties are carried out in compliance with Corrymeela's Health and Safety Policy and Statutory requirements.
- The Corrymeela Community is an Equal Opportunities Employer. You are required to adhere to Corrymeela's Equal Opportunities Policy throughout the course of employment.
- To ensure the ongoing confidence of the public in the staff of Corrymeela Community, staff must ensure they maintain the high standards of personal accountability.
- To be familiar with the Corrymeela Community Charter.

Further information regarding entitlements and staff policies will be found in a comprehensive staff handbook, presented to staff upon commencement of employment.

Personnel Specification:

Fundraising Manager

Location:	Negotiable, but will be expected to regularly work from our Belfast and Ballycastle offices
Contract Type:	Full time, permanent.
Hours:	37.5 hours per week, reasonable hours outside of this are required to fulfil the obligations associated with the post. Travel elsewhere may also be required to meet the needs of Corrymeela.
Salary:	£32,233 per annum
Pension:	A Corrymeela Community Pension scheme is in operation.
Notice Requirement:	Three month's notice
Probationary Period:	A six month probationary period will apply.
Terms & Conditions of Employment:	2 satisfactory references are required, one which must be from a current/previous employer. Successful applicants must evidence their right to work in the UK (under the Asylum and Immigration Act). This will be evidenced in the first instance by a passport or other forms of ID that will be outlined if no passport is available. Evidence of relevant academic and professional qualifications. Evidence of appropriate vehicle documentation.

Essential Criteria:

The Fundraising Manager must have demonstrable evidence of the following:

1. Educated to degree level with a minimum of 2 years fundraising experience
OR a minimum of 3 years fundraising experience and a minimum of 5 GCSE's (grades A-C) or equivalent, including Maths and English.
2. A track record in developing and delivering successful fundraising events and campaigns which have raised at least £100k per annum.
3. Demonstrable experience in developing relationships with stakeholders and supporters through successful donor development strategies to increase income.
4. Proven track record of managing and planning successful fundraising events and campaigns and meeting income targets.
5. Well-developed communication skills with experience of managing communications, in person and in writing, to a wide range of audiences and the ability to build relationships at all levels.
6. Excellent administrative and IT skills to include:
 - Demonstrable experience of using a CRM database effectively, including the production of reports (Corrymeela currently uses Raiser's Edge NXT)
 - Significant experience in using Microsoft Office products effectively.
7. Demonstrable experience in building, managing and delivering to agreed budgets.
8. Ability to manage and prioritise a varied workload, working under pressure to tight deadlines.
9. Current full driving licence (Valid for use in the UK) and access to a car on appointment. This criterion will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport, which will permit the applicant to meet the requirements of the post.
10. Legal status to work within the UK.

Desirable Criteria

1. A recognised qualification in fundraising, communications or marketing.
2. Experience in increasing income from trusts, foundations, corporates and / or high value donors.