



Job title:	Development and Fundraising Manager
Reporting to:	Director of Culture and Heritage
Salary:	Starting salary £33,000 pro rata
Based:	Ushaw
Period:	Permanent contract
Hours:	Flexible: minimum of 22 hours per week up to full time; flexible working / occasional evening and weekend duties
Annual Leave:	25 days per annum plus public/bank holidays pro rata

Purpose

Ushaw is seeking to diversify and strengthen its funding streams in order to move forward with it's redevelopment as a major Culture and Heritage Visitor Attraction in the North East. This post will manage and co-ordinate fundraising activity at Ushaw developing statutory funding, trusts and foundations, corporate supporters and individual giving, cultivating strong and long-lasting partnerships and supporting Ushaw's financial sustainability. The postholder will work with Ushaw's leadership team to manage and develop key strategic partnerships.

Key Responsibilities

- Build on relationships with existing funders, preparing and submitting applications for funding.
- Oversee stewardship of existing grants/ donations.
- Manage and lead the identification of, and approaches to, trusts and foundations who have not previously supported Ushaw.
- Engage with key external (including ACE, NLHF, LEP) and internal stakeholders to achieve strategic objectives.
- Maintain database of potential funders.
- Research and identify potential trusts using internet, printed and online resources
- Contribute new ideas for fundraising and identify suitable funding initiatives such as crowdfunding
- Work with the Volunteer Co-Ordinator to develop a pool of volunteers who can assist with different aspects of fundraising
- Oversee the maintenance of systems to support grant/ fund management in conjunction with Finance Team.
- Broaden the mix of income streams including developing new streams of income such as corporate giving and legacy funding.
- Build and maintain relationships with individual donors, organising cultivation events as appropriate.
- Develop appropriate print and digital materials to support fundraising campaigns.
- Manage and coordinate fundraising events, ensuring relationships with supporters maintain the highest standard of supporter engagement and care as part of a positive and successful supporter journey.
- Manage the Friends of Ushaw programme and grow memberships
- Oversee and develop gift aid from donations and annual passes
- Participate in the day to day work of the organisation – such as reporting, attending meetings as required, and taking a flexible approach to general administrative and support tasks.
- Participate in staff appraisals and appropriate training for the role.

Personal Specification

E – Essential
D – Desirable

Qualifications and Training

- Educated to degree level or equivalent **E**
- Recognised fundraising qualification e.g. IOF certificate **D**

Experience

- At least five years' experience in Trusts, Grants, individual giving or Corporate fundraising. **E**
- Proven record of successful applications for funding from Trusts and / or other Grant-making bodies or individual giving **E**
- Demonstrable ability to develop relationships with partners, Trusts and other Grant-making bodies **E**
- Experience of leading on major donor fundraising strategy. **D**
- An understanding of the charitable trust sector regionally and nationally, with a detailed understanding of the wider funding environment and changing trends in the voluntary sector as well as local authority requirements and priorities. **D**
- Track record of monitoring and evaluation of project outputs and outcomes
- A demonstrable ability to manage complex projects **E**
- Experience of fundraising for major capital projects **D**

Skills and Competencies

- Excellent written skills with the ability to produce concise and creative bids. **E**
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet). **E**
- Meticulous attention to detail. **D**
- Demonstrable ability to plan and prioritise own workload with minimum supervision. **E**
- Excellent communication and presentation skills required to build relationships with potential funders. **E**
- Ability to demonstrate initiative and work well under pressure.
- Ability to understand and generate budgets. **D**
- Ability to plan ahead and work within agreed timeframes **E**
- Ability and willingness to travel for work **E**
- Ability to design & deliver training programmes **D**
- Willingness to work occasional evenings and weekends as required
- Access to a car and a full clean driving licence **E**