



The Clock Tower Sanctuary (CTS) is recruiting a full-time **Fundraising Manager** to lead the organisation's fundraising and communications. The successful candidate will have energy, ideas and skills including experience of managing and coordinating diverse funding streams and developing effective communications with individuals, community groups, businesses, trusts and foundations.

<b>Salary:</b>	<b>from £28,000 up to £32,000</b>
<b>Responsible to:</b>	<b>Chief Executive Officer (CEO)</b>
<b>Responsible for:</b>	<b>Fundraising and Communications Assistant</b>
<b>Hours of Work:</b>	<b>35 hours per week (including some evenings and weekends)</b>
<b>Place of Work:</b>	<b>CTS, Wenlock House, North Street, Brighton, BN1 1RH</b>
<b>Annual Leave entitlement:</b>	<b>25 days per year + birthday + bank holidays</b>
<b>Pension:</b>	<b>3% rising by 2% every 2 years up to 6%</b>
<b>Notice period:</b>	<b>2 Months</b>

## About The Clock Tower Sanctuary

The Clock Tower Sanctuary (CTS) works with vulnerable young people in Brighton & Hove. Our vision is that no young person becomes part of the long term homeless population.

CTS operates a day centre which provides crisis support, activities, lifeskills training, access to volunteering, training and employment and support to become independent adults.

## How to apply

Application is by CV and supporting statement. In your supporting statement please explain how your experience and knowledge meets the criteria marked \* in the person specification.

Closing date for applications is **9am on Wednesday 1 August 2018** - Please send your application to Natalia Borg via email [natalia@thects.org.uk](mailto:natalia@thects.org.uk)

Interviews will take place during the day on **Tuesday 7 August 2018** and if you have been shortlisted for interview you will be informed by email on **Friday 3 August 2018**.

Start date **Monday 10<sup>th</sup> September 2018** or as soon as possible after this date.

If you have questions about this role, please email [natalia@thects.org.uk](mailto:natalia@thects.org.uk) as soon as possible.

We are an equal opportunities employer and welcome applications from suitably qualified people, regardless of gender, gender reassignment, age, sexual orientation, marital status, race, religion, politics or disability.



## **Job Title: Fundraising Manager**

### **Main Purpose of the Job:**

To lead, manage and develop all fundraising and communications for The Clock Tower Sanctuary (CTS) services to homeless young people.

### **Key Objectives**

- To be accountable to the CEO for the delivery of the organisation's fundraising plan, ensuring that funding is in place to support CTS' services for homeless young people and to deliver its strategic plan.
- To develop and imbed systems and processes to ensure that the organisation maximises available funding and fundraising opportunities, to provide sustainable income to meet its strategic plan.
- To develop relationships with all donors and stakeholders including trusts and foundations. businesses, community groups and individuals.
- To ensure that staff, trustees and volunteers understand and convey the organisational mission, vision, values and goals.
- To ensure that the organisation effectively explains its impact and promotes its services to stakeholders through a range of marketing and communication products and tools.
- To work as part of the Senior Management Team to develop the strategic work of the organisation and to oversee the day to day running.

### **Job Description**

#### **Fundraising**

#### **Planning and reporting**

- Works with the CEO to ensure effective planning and implementation for a full range of fundraising and development activities
- Develop and implement the Fundraising plan and resulting work plans for self and Fundraising & Communications Assistant
- Responsible for bringing in income from a variety of sources against agreed targets
- Provides monthly reports to track progress against targets, raising any issues/risks as appropriate
- Keep accurate records of funding applications and donations including future actions in relation to funders and donors to maximise income potential

- Manage funders' reporting requirements, ensuring that staff are informed in a timely fashion when they are required to compile information for reports

### **Trusts and Foundations**

- Works with freelance bid-writer and the CEO to identify projects
- Write larger, long-term funding applications with the support of a freelance bid-writer when required.
- Researches grant making trusts to fit with CTS values and objectives
- Writes small and medium sized funding applications to grant making trusts, ensuring developing relationship with those trusts, pre and post application
- Develop and monitor the Trust and Foundation Master Schedule, making sure that deadlines for reports and applications are met and that the CEO is aware of new Trusts to apply to
- Represent CTS to Trustees and grants managers of medium size trusts

### **Individual giving**

- Develops individual donor fundraising campaigns to ensure a regular income from a broad base of donors
- Develops strategies for converting smaller scale individual donors into regular medium sized donors
- Maintains and utilises the Customer Relationship Management (Donorfy) to support donor stewardship and identify opportunities.

### **Community fundraising**

- Develops relationships and activities, including schools, community groups and faith organisations
- Manages Brighton Marathon, Phoenix 10K and other sports/challenge events as agreed
- Recruits, trains and supports fundraising volunteers, ensuring that we have enough people who can speak on behalf of CTS and there is a network of retail outlets who collect donations for the organisation
- Gathers clients' stories and other materials for the purpose of fundraising and communications.

### **Corporate**

- Develops relationships with local businesses with a view to encouraging staff teams to donate their time, participate in sponsored events and make regular donations to CTS
- Supports the CEO in developing CTS' larger corporate relationships with a view to developing higher yield, mutually beneficial relationships

### **Communications**

- Manages communications projects as per the work plan (e.g. website redevelopment)
- Leads the organisation's social media development, with a view to raising the profile of the organisation with all stakeholders
- Supports the development of the website, ensuring that it is regularly updated, search engine optimised and engaging the full range of stakeholders
- Produces donor newsletters, leaflets and the annual review

**Admin/Finance**

- Contributes to the development of the organisation's monitoring and evaluation requirements, considering the needs of funders, the organisation and clients
- Manages restricted income, supporting the Office Manager when required.
- Contributes to on financial planning and management in support of CEO and Accountant

**Other**

- Supports the management of operations and premises, as part of the Management Team
- Manages the Fundraising & Communications Assistant
- Participates in regular training and supervision as required
- Undertakes other tasks as are deemed reasonable for the role

## **Person specification**

### **Essential experience**

- \* At least 3 years' professional fundraising experience preferably in charity and/or community fundraising
- \* Experience of setting, managing and delivering on challenging income targets
- \*Experience of developing and delivering media campaigns, celebrating success reporting successes and engage in social media and comms

### **Desirable qualifications and experience**

- Certificate in Fundraising Management
- Educated to GCSE or equivalent in English and Maths

### **Essential skills, ability & knowledge**

- Have a strong understanding of clients' needs, how CTS best meets those needs and can convey this message succinctly to generate income from a variety of sources
- \*Work to a high standard with an eye for detail, strong analytical skills, meeting deadlines and managing multiple accounts and projects simultaneously
- Demonstrate the ability to put together and manage project budgets
- \*Develop strong relationships with a variety of stakeholders including senior professionals and major donors, communicating effectively in writing and verbally
- Excellent communication skills, including writing dynamic funding proposals, developing relationships, and influencing, motivating and inspiring people to support CTS;
- Ability to motivate and manage paid staff and volunteers
- Be self-motivating and pro-active, exhibit resilience and flexibility
- Excellent interpersonal skills and ability to work well in a team
- Have excellent IT skills including web platforms and use of social media