

Urban Green Newcastle

Job Description

Job Title: Fundraising Manager, Enterprise Team

Salary: £30,000 per annum

Responsible To: Enterprise Director

Urban Green Newcastle are seeking to appoint an experienced Fundraising Manager to our Enterprise Team. The role is full-time and is for a fixed term of two years, with the potential for a permanent appointment subject to performance.

Job Purpose:

The Fundraising Manager will be responsible for implementing a fundraising strategy for Urban Green Newcastle. This will include writing and coordinating funding proposals to grant making bodies; developing other income streams such as commemorative giving; and increasing visitor donations. This is a role for a highly skilled and motivated person who is passionate about the work of Urban Green Newcastle. As the charity's main fundraiser you will implement the full fundraising mix, maximizing income and developing new and innovative fundraising streams. The successful candidate must have demonstrable experience in raising significant income targets ideally within third sector funding.

Principal Duties and Responsibilities:

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Work with the Senior Leadership Team to ensure the organisation's fundraising strategy is implemented following an agreed timetable.
- Create new and innovative commemorative giving schemes, including trees, benches and other memorials.
- Create visitor giving opportunities linked to existing (e.g., Pet's Corner) or new opportunities.
- Initiate and build relationships with new and existing funding bodies; matching potential funding opportunities to specific services, projects and activities.
- Prepare detailed, accurate and inspiring grant funding applications and bids in line with funding guidelines and policies.
- Develop and coordinate a fundraising database to ensure an ongoing flow of proposals.
- Prepare and submit monitoring and evaluation reports to funders according to specified deadlines.

Person Specification

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Category	Essential	Desirable
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> • Ability to research and secure new funding • Create strong relationships with partners, funders, stakeholders, and other grant-making bodies • Ability to understand and generate budgets • High standard of computer literacy and demonstrable competency of MS Office • Ability to plan and work to deadlines • Excellent written skills with the ability to produce concise and creative bids • Excellent communication and interpersonal skills 	<ul style="list-style-type: none"> • An understanding of third sector funding regionally and nationally, with a detailed understanding of the wider funding environment and changing trends in the sector. • Working knowledge of regulations including GDPR and the Code of Fundraising Practice
Qualifications and Training	<ul style="list-style-type: none"> • Appropriate qualifications (Level 6 or above), or equivalent level of vocational experience 	<ul style="list-style-type: none"> • Recognised fundraising qualification e.g. IOF certificate
Experience	<ul style="list-style-type: none"> • Experience of developing, writing and submitting grant applications for major projects • A proven track record of securing grants and achieving financial targets • Experience of developing voluntary giving schemes and systems. • Experience of commemorative and legacy giving. 	<ul style="list-style-type: none"> • Experience of fundraising for major capital projects • Experience of fundraising within a cultural landscape

Category	Essential	Desirable
Disposition	<ul style="list-style-type: none"> • Hardworking and conscientious with meticulous attention to detail. • Committed to working confidentially and with integrity 	
Special Requirements	<ul style="list-style-type: none"> • Ability to undertake any other reasonable duties to support the operations of the organisation as and when required 	