

Fundraising Manager

40 hours per week. Permanent contract

Department: Development

Level: Band B2

Reporting to: Head of Development

Location: London/Home based

Job Description

Purpose of the Post

As Fundraising Manager you will bring experience and creativity to both establish this new function and develop new income streams to support and extend the activities of our national youth charity. As an all-round fundraiser you will work across all areas of fundraising.

ACCT UK is a charity dedicated to improving the life chances of young people; supporting thousands of Army Cadets and ACF Adult Volunteers in the UK to access activities and development opportunities that make a positive impact for life.

The key aspects of this job will be to:

- Set up this new function and establish its place within the Charity's team.
- Develop a fundraising strategy to complement the charity's recent launch of a new distinct brand.
- Work with the board of trustees, CEO and Head of Development to identify funding priorities and develop compelling cases for support.
- Developing community fundraising activities within Army Cadet Force detachments.
- Proactively identify and pursue funding from trusts, foundations, statutory bodies and corporates.
- By 2024 to have established regular fundraising income ACCT UK of £1.25m per year.

Fundraising Manager Job Description – 22 June 2022

Holderness House, 51-61 Clifton Street, London EC2A 4DW. acctuk.org

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)

Principal Responsibilities

Fundraising

- Develop, implement and manage the fundraising strategy for ACCT UK
- Research prospective donors from Trusts and Foundations, Statutory bodies and Corporates
- Develop persuasive proposals for submission to identified funders, ensuring the potential of these sources is fully maximised
- Be responsible for effective grant management, including submission of accurate and compelling grant reports to donors
- Work closely with the Marketing Officer on strategies to increase sign-ups to regular communications from the charity
- Manage an individual giving programme to secure both one-off and regular donations from our supporters, overseeing stewardship to ensure donors are appropriately thanked
- Introduce the opportunity for legacy giving to our supporters
- Deliver community fundraising activities within Army Cadet Force detachments.
- Liaise with the Marketing Officer on the production of fundraising materials as required.
- Recruitment and management of fundraising volunteers.

Monitoring, Evaluation and Records

- Work with the grants team to maximise the information gained from reports received from ACCT UK's grant beneficiaries to support fundraising
- Ensure accurate record keeping for all donors, with research into and installation of a suitable CRM system.
- Monitor income and expenditure, providing reports on fundraising income to CEO and Trustees as required.
- Work with the Finance Manager to ensure all donations are properly processed and recorded.
- Responsible for ensuring all activities undertaken are in line with relevant legislation (Fundraising Regulator, Charity Commission, GDPR, Gift Aid etc) and keeping informed and up to date with new developments in these areas.

General

- Any other commensurate task as directed by line management
- To undertake appropriate personal development to maintain and develop skills and knowledge to ensure full effectiveness within the role.

Fundraising Manager Job Description - 22 June 2022

Holderness House, 51-61 Clifton Street, London EC2A 4DW. acctuk.org

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> • Experience of developing and implementing a wide-ranging fundraising strategy • Evidence of continuing personal and professional development • Awareness of the General Data Protection Regulations, especially with reference to charities and fundraising 	<ul style="list-style-type: none"> • Fundraising qualification • Familiarity with the Army Cadet Force 	Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> • Minimum 3 years' experience in a similar fundraising role, with ability to demonstrate success in meeting and exceeding financial targets • Proven success in fundraising for corporates via sponsorship and / or corporate social responsibility • Excellent knowledge of the fundraising landscape of the UK 	<ul style="list-style-type: none"> • Detailed knowledge of Trusts and Foundations funding • Experienced user of CRM such as Raisers Edge • Experience of working with volunteers • Experience of securing fundraising from individuals • Experience of community / events fundraising 	Application form, interview, references
Skills and ability	<ul style="list-style-type: none"> • Ability to manage a wide range of projects and prioritise own workload • Demonstrable success in establishing effective working relationships across a range of organisations • Display excellent written and oral communication, ability to inform and convince. • Excellent copywriting and research skills 		Application form, interview, references

Fundraising Manager Job Description - 22 June 2022

Holderness House, 51-61 Clifton Street, London EC2A 4DW. acctuk.org

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)