



Brighton and Hove LGBT Switchboard

Fundraising Manager

Purpose of the role:

To contribute to the sustainability of Brighton & Hove LGBT Switchboard through the development, planning and implementation of the fundraising strategy and achieving income generation targets.

Key duties:

- Work alongside the Director to plan, develop and implement the fundraising strategy
- Oversee all aspects of fundraising within Switchboard, as delegated by the Director
- Lead and develop in multiple areas of income generation including trusts and foundations, lottery, individual giving and legacies
- Research and develop new fundraising opportunities
- Achieve or exceed agreed income targets through tailored and compelling fundraising bids to match outcomes with Switchboard's work
- Work collaboratively across the organisation to ensure adequate knowledge of Switchboard's activities that can be articulated in proposals to potential funding bodies or donors.
- Network and build relationships with internal and external stakeholders, donors and potential funders through face to face and written communications
- Take a lead in the monitoring and evaluation reporting system for all existing and future funding streams
- Ensure systems are in place to record and monitor fundraising activity and process income in line with legal obligations, to include implementation of databases as required
- Communicate effectively with Switchboard supporters and members to increase donations and generate income from other sources, e.g. individual giving and legacies
- Proactively promote the work of Switchboard to a variety of audiences
- Produce regular reports for the Director and Board of Trustees, including the fundraising sub-committee
- Keep up-to-date with best practice in fundraising and ensure the organisation remains compliant
- Take on any other reasonable tasks as required by the role

Person specification

EXPERIENCE		
1	Demonstrable experience of income generation from trusts and foundations	E
2	Additional experience of at least one of the following: individual, corporate, statutory and / or community fundraising	E
3	A track record of setting and achieving fundraising targets and reporting / evaluating work	E
4	Proven experience in writing compelling applications and securing high value grants or other funding	E
5	Demonstrable experience of income generation from Lottery Funds	D
6	Experience of a similar role working in a small team as sole fundraiser in a small charity/not-for-profit organisation	D
KNOWLEDGE		
1	Knowledge of different types of fundraising, trends, techniques and best practise	E
2	A Knowledge and understanding of diverse LGBT communities and the issues LGBT people face	E
3	Educated to degree level or equivalent	D
SKILLS AND ABILITIES		
1	Proven ability to think strategically and creatively about fundraising initiatives	E
2	Excellent verbal and written communication skills and able to undertake face to face presentations	E
3	Able to develop and maintain good relationships with a wide range of supporters, funders and stakeholders	E
4	Self-motivated, reliable, proactive and organised	E
5	Able to project manage undertaking a range of operational fundraising tasks as well as input to strategy as required	E
6	A sound level of computer literacy; word processing, excel, internet and email	E
7	Ability to mentor and encourage colleagues to achieve shared fundraising goals	E
8	Ability to work both on own initiative and as part of a team and be able to work under pressure and meet deadlines	E
9	Commitment to Switchboard's mission, aims and values	E

Terms and conditions:

- The salary is set at NJC scale PO3 (£32,778 - £35,662 per annum pro-rata)
- The post is a fixed-term contract for three days per week, for a period of 12 months. There can be some flexibility as to which days/hours are worked. There is a possibility of the contract being extended beyond 12 months subject to funding.
- The post holder will be subject to a 2 month probationary period.
- The role will be largely office based from our central Brighton address reporting to the Director.

- Annual leave allowance is 25 days plus 8 bank holidays per year pro-rata
- The post-holder will be eligible for a cycling to work scheme and childcare vouchers.

How to apply:

Please complete and return your CV and a supporting statement (max 2 sides A4) explaining why you are interested in the role, and how you meet each aspect of the person specification. Please provide the names and contact details of two referees who have known you professionally and can comment on your suitability for this job. Your application should be emailed to natalie.woods@switchboard.org.uk or posted to:

Natalie Woods (Director)
Brighton & Hove LGBT Switchboard
Community Base
113 Queens Road
Brighton
BN1 3XG

Closing date for applications: Monday 29th February 2016

First stage Interviews will be held on Monday 14th March 2016, candidates who successfully interview at the first stage may be invited to a second interview - date to be confirmed.

We are looking to appoint the successful candidate as soon as possible