

The Cart Shed Business Development and Fundraising Manager Job Description

Post Title: Business Development and Fundraising Manager
Salary: £35,000
Contract: Full time
Place of Work: Devereux Wootton

The Role: Business Development and Fundraising Manager.

Responsible to: CEO.

Key relationships: The Cart Shed team. Funders. Donors.

Requirements: You will have at least three years' experience working as a fundraiser (or similar) with good communication and networking skills.

Objectives: We are looking for an enthusiastic individual who has a passion to work for a charity that improves the emotional resilience of people and communities in Herefordshire. Working alongside the CEO, the role requires an experienced fundraiser to help deliver the Cart Shed's Strategy and Business Plan by developing and writing funding bids; stewarding our donors and supporters, whilst continuing to raise the profile of the organisation. You will be joining a dynamic team at an exciting period of the Charity's development.

You will be creative, organised, be familiar with working autonomously and a great networker with excellent communications skills, which you will use to engage, inspire and help to deliver the best fundraising opportunities.

You will use exceptional stewardship skills to grow our supporter base and to maximise income potential, whilst building lasting relationships with fundraisers and supporters.

Developing effective community fundraising campaigns and managing social media platforms, including LinkedIn, will play an important part in generating the long term, sustainable income needed to ensure The Cart Shed continues to support people living in Herefordshire and its neighbouring counties by offering effective and compassionate mental health support.

Main duties:

1. To work with the CEO to deliver the charity's business plan.
2. To use the funding strategy to identify, apply to and steward a range of Trust and other funding opportunities
3. To develop and maintain a stewardship action plan ensuring the work of TCS is well understood and supported
4. To manage donations, recording donors, writing thank you letters and maintaining ongoing relationships with donors
5. To manage communication and marketing systems ensuring they are up to date, relevant, timely and interactive
6. To ensure all team emails, website etc are accurately branded with partner logos where appropriate
7. To manage marketing literature, files and photography
8. To support Fundraising Team with delegated administrative duties
9. To develop new fundraising initiatives
10. To maintain Cart Shed course information on partner websites
11. Help to manage the office environment ensuring it is a safe place to work
12. Be aware of and adhere to the charity's safeguarding policy.
13. Be aware of and adhere to the Health and Safety policy and associated Risk Assessments
14. Complete Incident Reports as required.
15. Undertake other tasks as required to ensure the safe and smooth running of The Cart Shed.

Confidentiality:

Confidential information concerning the company, its participants, Trustees, funders and supporters must remain as such at all times, both during and after the period of employment.

Person specification

Essential /Desirable

Skills and Abilities

- | | |
|---|---|
| - able to work on own initiative with minimum supervision | E |
| - highly developed communication skills | E |
| - good administration skills | E |
| - full car driving licence and access to a vehicle insured for business use | E |

Knowledge

- | | |
|--|---|
| - experience of funding/grant development and bid writing (or similar) | E |
| - experience of working with Herefordshire organisations | D |
| - competent working with databases: data input, interrogation, report generation | E |
| - experience of project delivery and reporting | E |
| - experience of ensuring GDPR compliance | E |

Qualities

- confident with a high degree of motivation E
- must work well in a team E
- must be able to manage a range of tasks in a measured, flexible manner E

Special Conditions

- ability to travel independently E
- work occasionally in evenings and at weekends as necessary E
- flexible working hours D
- able to work from home as well as the Cart Shed office D

The post is subject to a three-month probationary period.

Application deadline: Friday 17th November 5pm.

Interviews will be held in person at The Cart Shed HR4 8QN during the week of the 20th November 2023.

Anticipated start date: January 2024

For further information about The Cart Shed please visit our website
www.thecartshed.co.uk