



YOUNG PEOPLE'S VOICE AT THE HEART OF
EVERYTHING WE DO

Fundraising Manager

JOB DESCRIPTION

Job Title: Fundraising Manager

Salary: £30,507 - £32,878 pro rata, subject to qualifications and experience.

Plus, other benefits include ample annual leave allowance that will increase in line with service. If required, OY will provide you generous company sick pay, maternity leave, paternity leave and compassionate leave. In addition, all Oxfordshire Youth staff are offered a pension scheme and life insurance policy. Furthermore, OY delivers an 'Employment Assistance Program' that supports staff mental health and well-being by providing practical support for work and home difficulties.

Reports to: Head of Operations and Finance

Location Office based in Headington, Oxford, however travel throughout Oxfordshire and further afield may be required. Some homeworking will be possible.

Hours of work: 37.5 hours per week

Oxfordshire Youth (OY) recruits outstanding talent to ensure we provide outstanding programmes and services to the young people of Oxfordshire and the organisations who serve them. We are committed to creating a team of people that make diversity and inclusion the norm. Oxfordshire Youth are actively seeking to recruit candidates from Black, Asian and Ethnically Diverse backgrounds.

Closing date for applications: Friday 10th December 10 am

Interviews to be held: Wednesday 15th December

To apply, please send a copy of your CV accompanied by a covering letter to recruitment@oxfordshireyouth.org alternatively, visit <https://oxfordshireyouth.org/engage/work-with-us/> for more information

Oxfordshire Youth

We envision a world in which young people gain the tools they need to navigate life with creativity, resilience and brilliant mental health.

Oxfordshire has a cutting edge youth sector full of grassroots leaders wanting to give young people the space and support needed to be the best and happiest they can be. Our organisation provides both direct deliveries through our supported housing services and an innovative Young Leadership scheme, the first of its kind in the UK, and through providing holistic support to the frontline organisations, so that they have everything they need to be delivering high impact work that is grounded in best practice, safeguarding and youth work.

Oxfordshire Youth is a boundary-breaking organisation, passionate about creating a future for and with young people that gives them the best possible opportunity to realise their potential.

Together, we will redefine the youth sector in Oxfordshire, and young people will become the leaders we know they are capable of becoming.

OY culture revolves around our core values of being:

Trustworthy, Inclusive, Innovative, Ambitious, Reflective and Self-Nurturing.

(Along with a healthy dose of office shared lunches and the occasional youth-led flash mob)

Our commitment to Inclusion and Diversity

OY is striving to build a team that is truly inclusive. We warmly welcome applications from marginalised groups, particularly people of colour, trans and non-binary people and disabled people. Your potential to learn and grow in the role is important to us, so we want to hear from you even if you don't have 100% of what we are asking for. An appointment will be made on merit alone.

Community and youth-led decision making sit at the heart of OY. To offer everyone the best experience, we start by nurturing our internal community, creating an open, inclusive and diverse organisation where all team members belong.

Job Purpose

We are looking for an expert in the art of charity fundraising, who will broadcast our vision, mission and impact to a wide range of audiences to build new relationships and strengthen existing ones.

You will be the person to enable OY to take its fundraising work to another level of activity. You will be responsible for developing and implementing our new fundraising strategy, which has donor love at the heart. You will also lead the work of talented fundraisers, who will help us connect with different audiences through engaging communications, customised donor journeys and exceptional events.

The two main objectives are:

Objective 1	To work with the Director of Innovation and Growth to implement Oxfordshire Youth's fundraising strategy, which engages with different audiences and follows a donor care approach.
Objective 2	To meet agreed income generation targets across corporate fundraising and bid funding, community fundraising, individual fundraising and trust and grant fundraising.

OY staff relationships to fundraising include:

Director of Innovation and Growth - lead on the development of the fundraising strategy, bid writing, high networth donors and oversight of donor care approach.

Head of Finance and Operations - lead on finance for OY which include income targets and KPIs. Line management of Fundraising Manager.

Fundraising Manager - lead for implementing fundraising strategy, corporate fundraising and events. Line Management of Fundraising Coordinator.

Fundraising Coordinator - lead on Trust fundraising and community and individual giving.

Main duties and responsibilities

Fundraising

1. To oversee all fundraising functions for OY, to directly engage in corporate fundraising and bid funding and, to oversee community fundraising, digital fundraising and trust and grant fundraising.
2. To research and develop mutually-beneficial relationships with local and national corporate organisations, schools and statutory partners.
3. To ensure regular personalised contact with leads of larger foundations and all businesses connected to OY
4. To work closely with the Director of Innovation and Growth to implement Oxfordshire Youth's fundraising strategy
5. To develop and implement an outstanding fundraising strategy, which embraces OY's guiding values and behaviours, and allows us to meet an annual income target
6. To work closely with other members of OY staff including those overseeing income generation and partnerships, communications and marketing, impact and research, and to enhance the quality of the partnerships and to secure regular income for Oxfordshire Youth.
7. To provide excellent donor care and communication, celebrating successes and reporting main learnings and impact.
8. To work closely with the CEO, and freelance major donors bid writer to develop strategies for sustainable income.
9. To rejuvenate Ambassador engagement with OY and to grow the individual giving and community events facilitated by OY ambassadors.
10. To develop new fundraising initiatives and campaigns through an annual calendar of activities, being proactive in creating new opportunities for generating income
11. To be accountable for the day-to-day management of the charity's fundraising administration, mainly carried out by the fundraising coordinator, to ensure that 'thanking and banking' is done in a timely manner.
12. To ensure the Fundraising CRM is regularly and accurately updated
13. To attend appropriate events and networking opportunities to grow new relationships with relevant organisations.
14. To actively seek out new business partners and opportunities: Acquisition and Prospecting focus
15. To ensure up to date knowledge of changing trends within the fundraising sector, for example through podcasts such as What Donors Want and Fundraising Everywhere.
16. To keep young people at the heart of your work, and to create opportunities for young people to network within the business community, and to receive gifts "in-kind".
17. To oversee the relationships within the YPSA Guardians scheme with businesses and ensure that impact is collected over the course of the scheme

General

1. To coordinate all fundraising areas through the Charity's database, ensuring that all processes are GDPR compliant
2. To provide robust line management and mentorship of the Fundraising Coordinator who oversees trust fundraising, community fundraising and individual giving.
3. To support the recruitment of OY Ambassadors and volunteers
4. To be accountable for accurate maintenance and reporting on all fundraising activities, including all Gift Aid eligible donations.
5. To work with the Head of Operations and Finance to strengthen Oxfordshire Youth's long-term sustainability.
6. To attend team meetings and regular supervision with Line Manager
7. To ensure all fundraising work is carried out in accordance with Oxfordshire Youth's guidelines, policies and procedures
8. To undergo training that will enable personal and professional development
9. To undertake any other relevant duty, related to the further development, promotion and sustainability of the charity as agreed with the Line Manager

Marketing

1. Raise awareness of Oxfordshire Youth within the local and national business sector and local community by being present at events and partnership meetings.
2. To co-ordinate working with the PR, Marketing and Communications Managers to ensure produce materials and ensure that all communications are to the highest standard and in line with wider OY strategy, creating digital fundraising campaigns to generate funds
3. To work with PR, Marketing and Communications Manager and Impact, Quality and Research Manager to create annual impact reports, the case for support and other communications that will support the engagement of businesses and community.
4. To consistently collaborate with the communications team to ensure quality donor engagement and celebration of partnerships via website, newsletter and social media platforms

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring young people are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the OY's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking a DBS check.

Person Specification

Expertise and qualifications

Essential

1. Excellent track record and experience of fundraising in the voluntary/charity sector (ideally 3 years minimum, or equivalent)
2. Proven track record of successful engagement with corporate donors, min. 2 years' experience, or equivalent
3. Experience of designing and delivering presentations to a varied audience
4. Experience in developing fundraising campaigns
5. An understanding of Youth Work Principles and Oxfordshire Youth's Mission, Vision and Values (or willingness to learn)
6. Experience of managing CRM databases
7. Understanding of strategic communications
8. Understanding of campaigning and mobilisation
9. Understanding of best practice and governance and financial management
10. Ability to be flexible and agile in response to internal and external organisational needs
11. Experience of networking
12. Ability to manage a team and build effective relationships internally
13. Ability to work well under pressure, make decision quickly and prioritise and manage multiple projects effectively to tight deadlines

Desirable

1. Prior experience of in the youth work sector
2. Experience of Not For Profit fundraising
3. Not for profit sector experience
4. Working knowledge of the techniques used in realising authentic co-design principles within youth led services

5. A fundraising qualification or relevant experience in corporate fundraising
6. Practical experience of coordinating Charity's fundraising efforts
7. Monitoring and evaluating experience

Leadership

Essential

1. Provide inspiration and motivation so that OY is a positive and energised organisation.
2. Experience managing a team

Knowledge, Skills and abilities

Essential

1. Excellent communication and interpersonal skills, including being able to positively engage and influence others
2. Proven research skills and ability to communicate this research in an accessible way
3. Experience of developing and implementing robust fundraising strategies
4. Ability to determine priorities and targets and how to achieve them
3. Strong planning and organisational skills
4. Work well under pressure and prioritise effectively, working to tight deadlines and targets
5. Ability to work with colleagues from external agencies both voluntary and statutory
6. Confident user of IT, including Excel, Word, PowerPoint and CRM systems
7. A flexible approach to work including a willingness to take on tasks outside the normal remit and to work irregular hours
8. Able to solve problems and think creatively
9. Able to motivate and support staff on an ongoing basis and through periods of change

Desirable

1. Experience of developing and maintaining relationships with local media and press
5. Working Knowledge of GDPR
6. Proficient in a range of online digital tools for project management such as [monday.com](https://www.monday.com) and Slack

Personal Qualities

Essential

1. An unwavering commitment to the social ethos of the charity and an ability to relate to and empathise with young people
2. Work to Oxfordshire Youth's vision, mission and values
3. Passionate about young people and willing to have a full understanding of our work in order to communicate effectively and enthuse others about our work
4. Integrity and discretion when dealing with sensitive information
5. Committed to treating people equally, being aware of unconscious bias and working proactively and openly to challenge it, within your own and within others practice, wherever possible.
6. Respecting differences and challenging prejudice and discrimination
7. A positive, enthusiastic and can do approach.
8. Demonstrating the attributes of a growth mindset
9. Committed to your own learning and development
10. Take accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills.

Candidates selected for interview will be able to discuss any specific requirement related to remote recruitment when contacted about the role.