



Fundraising Manager

(Grants & Partnerships)

Job description

Job Title: Fundraising Manager (Grants and Partnerships)

Salary: £37k – £39k pro rata, subject to qualifications and experience.

Benefits include:

- Generous annual leave allowance
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program
- Access to vouchers and discounts
- Monthly wellbeing allowance

Reports to: Director of Innovation and Growth/Deputy CEO

Location: Oxford
Some working from home is possible.
Travel throughout Oxfordshire and further afield may be required.

Hours of work: Permanent, open to full-time, part-time or job share

Closing date for applications: Friday 13th October 2023

Interviews to be held: Interviews to be held in the week beginning 23rd October

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.

Job purpose

In conjunction with a strategic restructuring of the team, this new and exciting role will be highly focused on generating impactful results from two income streams; grants and partnerships.

You will manage a tiered portfolio of key relationships across grant-making bodies and a small and exclusive set of high-profile corporates, who collectively share our vision for a more equitable Oxfordshire, where every young person has what they need to thrive.

Your creative mindset and aptitude for planning will play an integral part of our fundraising campaigns, leading on grant applications and proposals to partners which successfully secure investment for our core costs and life-changing youth work programmes.

You will be joining our Innovation and Growth team who celebrates authenticity, respects individuality, takes pride in excellent work and who appreciates fun and collaboration. The team are proud to support each other, and ourselves, to prioritise our health, happiness and a great work-home life balance.

We want to hear from a diverse range of applicants. Even if you do not already have experience in all the areas outlined, please consider making an application. We are open to different working patterns and hours, offering a supportive and flexible working environment.

Key responsibilities

Grants

- Research, prospect and apply for funding from grants and foundations who are aligned with our vision, mission, and values, from £15k up to £150k, Developing your own pipeline of potential leads and ensure accurate and timely recording of all activities on Beacon (CRM).
- Set evidence based, SMART targets for the Fundraising Coordinator and for your own grant and corporate and income streams using a suite of planning tools, such as; income pipelines; proposition pipelines; risk logs; and work plans
- Build, maintain, and report on a monthly basis, a pipeline of grant making bodies, including updating the risk log
- Analyse quantitative and qualitative data which demonstrate our impact and enhance Oxfordshire Youth's Case for Supports in collaboration with our Youth Development Team and Research and Impact Manager
- Support quality assurance in reporting to funders to ensure the cycle of stewardship is consistent; ensuring that our written applications, proposals, and impact reports to these key supporters are executed with rigorous attention to detail.

Corporate and Community Partnerships

- You will work with a limited and exclusive set of Oxfordshire businesses and community organisations delivering a defined set of benefits w, and establishing further valuable sponsorship opportunities for our events such as the Youth Awards and ground-breaking Mental Health Conference ‘Youth In Mind’
- Ensure excellent relationship and account management for corporate partners, maximising income, overall value and partner satisfaction.
- Ensure that our committed partners are engaged with, and inspired by, our work through our supporter communications, attending events, and receiving regular updates about the difference their support is making.

Line-Management

- You will provide line-management support to our Fundraising Coordinator who leads on Trust Fundraising, a small set of community partnerships, and co-ordinating the thanking of our supporters.
- Support, and line manage our Fundraising Coordinator to deliver on partnership and trust fundraising goals
- Providing weekly catch-ups and monthly one to ones with our Fundraising coordinator.

Communications

- Working collaboratively with other members of the Marketing, Communications and Fundraising team to create purposeful and impactful copy for our website, supporter E-Bulletin, and marketing materials.

Key Meetings

- You will lead a monthly Fundraising meeting which brings together representatives from across the organisation to ensure that Fundraising is integrated into the culture and is understood by all as requiring cross-team collaboration in order to be the most effective it can be.

Our Culture

Everyone at Oxfordshire Youth agrees to:

- Have an unwavering commitment to Oxfordshire Youth’s vision, mission and values
- Attend meetings reliably and participate fully, including being an active listener

- Ensure that all work is carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

This job description is subject to amendment following discussion with the post holder. Specific tasks and duties will be shared at the interview and during the induction process.

What we are looking for

A compassionate individual who is passionate about social justice and excited to bring their talent and expertise to help us to build an equitable future for all Oxfordshire young people.

You will possess:

- Demonstrable experience of grants and trusts fundraising
- In-depth knowledge of income pipelines and an ability to underpin all financial plans with robust pipeline data.
- Intuitive understanding of the importance of consistency in excellent donor care; recording with precision key information at each stage of prospecting, cultivation and stewardship.
- Reporting with accuracy and precision to internal and external stakeholders.
- Highly competent in using CRMs.
- Ability to line manage and performance manage fundraising and income generation. individuals through effective performance management.
- Excellent communication skills (written and verbal) with the ability to motivate and inspire supporters.

- Exceptional organisational skills with firm understanding of OKRs, targets, budgeting, and risk mitigation plans.
- Curious and data driven to provide insight and analysis to identify and nurture opportunities.
- Understanding of Charity Law and all other legislation related to fundraising and income generation.
- IT skills including Excel, Word, PowerPoint, Google Suite and CRM systems (We use Beacon CRM for our Fundraising).
- A flexible approach to work, including a willingness to take on tasks outside the usual remit and to occasionally work irregular hours.
- An unwavering commitment to Oxfordshire Youth's vision, mission and values.
- A commitment to treating people equally, being aware of unconscious bias and working proactively and openly to challenge it within your own and within others practice.
- A positive, enthusiastic and can-do approach that demonstrates the attributes of a growth mindset.
- Accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills.

Other desirable skills

- Awareness and understanding of new and emerging income generation vehicles and approaches (e.g. social impact bonds, philanthropic investment) and an ability to assess their suitability for your organisation.
- Marketing skills including the use of CanvaPro, Mailchimp, and other platforms that can support fundraising communications
- Previous experience working in the not-for-profit sector

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