

Fundraising Manager

Job Description

Responsible to:	Chief Executive
Accountable to:	Chief Executive
Location:	Head Office

Mission

Our mission is to empower a diverse range of individuals, families and communities to lead healthy and more meaningful lives, free from addiction, offending behaviour and disadvantage, to ensure healthier, happier lifestyles.

Job Summary & Purpose

The post holder will be responsible for generating new income from a variety of different sources, including Trusts and Foundations, individual donors, events, on-line giving, corporates, legacies and commissioned contracts to ensure the future sustainability of the Charity. Working closely with the Senior Management Team to develop a long term fundraising strategy for the organisation.

Key Responsibilities

Fundraising

- Keep abreast of local, regional, national and international funding opportunities in order to identify unmet needs and spot opportunities.
- Seek out new contract opportunities, write and prepare detailed bid documents to a very high standard and present these various organisations.
- To increase income over the next 5 years and to improve the sustainability of Open Road by proactively securing funds from new income streams.
- Research fundraising opportunities and write grant applications to charitable trusts, foundations or statutory bodies.
- To support the Senior Management Team to raise funds from major donors and corporates.
- To motivate and facilitate supporters to maximise the funds they raise.
- Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters.
- Develop new and imaginative fundraising activities, many of which involve organising events.

Public Relations

- Network and promote Open Road to develop and maintain links with existing and potential supporters.
- Build relationships with major donors or companies and make presentations.
- To deliver excellent supporter stewardship to ensure long-term commitment and ensure that supporters are recognised for their efforts.
- Raise awareness of the charity and its work at local and national levels, e.g. giving talks to groups or seeking photo opportunities with the media.
- Represent the organisation as required and promote the interests of Open Road.

Development

- Work with the Senior Management Team to grow our legacy.
- Develop and coordinate web-based fundraising, online auctions and merchandise sales.

- Develop and implement a strategy for individual and corporate supporter recruitment and development.

Other

- To ensure that the highest professional and ethical standards are adopted to meet relevant legal, professional, regulatory and compliance requirements.
- To undertake training identified as necessary.
- To line manage, supervise and appraise the Fundraising Assistant.
- To recruit and manage a team of Volunteer Fundraisers.

Health & Safety

Adhere to all health and safety policies of both organisation and take responsibility for the health and safety of yourself and others.

Equality & Diversity

Promote and protect the equality, diversity, rights and responsibilities of individuals

Behaviours

Adhere to the requirements and principles of Open Road's Behaviours Framework and demonstrate these in your day to day responsibilities.

Data Protection

Adhere to the requirements of Open Road's Information Governance and Data Protection policies.

General

Undertake any other reasonable duties as requested by your Line Manager, the Chief Executive or other members of the Senior Management Team.