**MySight York**

**Job Description**

Title: Fundraising Manager

Salary: £13.03 per hour

Hours: 35 hours per week to be worked Monday to Friday (and some weekends)

Location: York

**Overview**

Thank you for your interest in the above position. I am pleased that you are interested in working for MySight York, a thriving local charity providing a varied range of services that help people live well with sight loss.

In this role, you will be a vital member of the team, responsible for leading on all income generating activities of the organisation.

You will build relationships with key stakeholders locally, regionally and nationally generating income from: trusts, grants, corporates, individual giving, gifts in wills, community and events.

Working with the Chief Executive you will develop and deliver a robust Fundraising Strategy whilst increasing awareness of the needs of people with sight loss and the positive difference MySight York make to the lives of blind and partially sighted people, their friends and families.

This Job Description and Person Specification can also be made available to you in large print, Grade 1 or Grade 2 braille, on usb, disk or email. Please feel free to ask us if you would prefer to receive it in one of these alternative formats.

We only accept CVs from applicants whose disability makes it difficult to complete an application form. All applicants however need to address the specific information we have asked for in the job description and person specification.

We want to ensure that as much of our resources as possible go towards supporting people with sight loss and therefore we do not normally contact unsuccessful applicants individually.

If you have not heard from us within three weeks of the closing date, please assume that your application has been unsuccessful on this occasion. However, we would encourage you to apply for other suitable roles.

**Scott Jobson**

**Chief Executive**

[**scott.jobson@mysightyork.org**](mailto:scott.jobson@mysightyork.org)

**Main Accountabilities**

1. Responsible for leading and managing all income generating activities of the organisation.
2. To work with the Chief Executive to implement, review and develop the organisational fundraising strategy.
3. Submit high quality, well targeted full cost recovery budgeted applications and report against their progress.
4. Build relationships with key stakeholders, locally regionally and nationally, in particular, trusts and grant makers.
5. Identify opportunities to diversify and grow income streams to support the sustainability and growth of the organisation’s services and activities.
6. Work in collaboration with the staff team, trustees, volunteers and members to increase our donor database.
7. To work with schools, businesses, voluntary groups and associations to build successful fundraising partnerships.
8. To monitor progress against targets in line with the fundraising strategy.
9. Ensure projects are managed in accordance with grant conditions and that reports are produced in a timely manner with up-to-date information on our activities, to increase donor involvement, loyalty and funding.
10. Ensure appropriate financial controls are in place, to comply with appropriate legal requirements, policies and fundraising standards.
11. Keep accurate and accessible financial records for forecasting, pipelines and contingencies on an ongoing basis.
12. Facilitate and promote the annual Remember a Charity month, in partnership with local solicitors to promote legacy giving and the importance of wills.
13. Work alongside the Communications Officer to share recent successes that can be publicised and promoted through our social media channels.
14. Recruit volunteers to help with all aspects of fundraising, assisted by our Volunteer Manager.
15. Any other tasks commensurate with role.

**Person Specification**

**Please note all criteria are essential unless otherwise stated (D)**

1. **Specialist Knowledge, Skills and Experience**
   1. Experience of identifying suitable trusts and foundations to approach, prioritise and prepare applications using a short, medium and long term framework, and variety of bids to cover core and project costs.
   2. A track record of successful income generation and achievement of targets.
   3. Experience of fundraising at different levels, including experience of "making the ask" for support.
   4. Experience of actively engaging with local groups, businesses and / or community networks to secure long and lasting support.
   5. Experience of managing and developing volunteers.
   6. Experience of delivering a legacy development programme (D)
   7. Experience of successfully recruiting and managing fundraising volunteers and building volunteer networks. (D)
2. **Planning and Organisational skills**
   1. Able to monitor progress, maintain records of applications and ensure any feedback requested is supplied.
   2. Experience of planning and prioritising workload.
   3. A ‘can do’ attitude with the ability to be self-motivated and work independently.
   4. Able to plan, promote and manage fundraising events.
3. **Communication skills**
   1. Excellent I.T. skills including Microsoft Office, databases and social media.
   2. Excellent verbal and written skills with the ability to influence and negotiate.
   3. Experience of PR, communication and/or digital fundraising activity. (D)
4. **Special Conditions**
   1. A demonstrable commitment to the values of MySight York which is user-led and dedicated to addressing social exclusion.
   2. Willingness to work occasionally out of hours in the community.