



## *Fundraising Manager*

Hours:	32 hours (equivalent to 4 days per week, with flexibility considered)
Contract:	2 years fixed term
Salary:	£33,820 (PO1, pt 27) pro-rata
Reporting to:	Senior Fundraising Manager
Location:	Booth Centre (hybrid working)

**Purpose of the role:**

To work pro-actively in achieving income targets, enabling the Booth Centre to continue delivering & developing our established and nationally recognised quality service, working to end homelessness.

To focus primarily on planning and delivering income to target through corporate engagement and individual giving.

To also support delivery of fundraising through events, campaigns and social media messaging and engagement.

To be the front-facing lead on donor engagement, presenting to groups of existing and potential new donors.

### Our Agreed Behaviours & A Little About Us

We live our values and act within the agreed behaviours, which we coproduced as a team.

The Booth Centre is an award-winning community run in partnership with people affected by homelessness. We provide a warm welcome, an opportunity to belong, to find purpose and to affect systems change across the city and more broadly. Our offer includes activities such as volunteering, creative projects and sports, training and help to gain employment. We also support people to improve health and wellbeing, to access emergency accommodation, and to secure and maintain a permanent home. We are recognised nationally as a beacon of best practice and have delivered workshops, training, toolkits and guidelines on ways of working in partnership, which have been adopted by many services nationwide.

The Booth Centre is a safe, welcoming environment where everyone is included, respected, heard and empowered; our strength is that we are a community.

Agreed Behaviours	Compassion	Dedication	Integrity	Respect	Kindness
	Sense of Fun	Supportive	Cheerleading for one another	Openness	Non-judgemental



## Job Description

### Main Tasks:

- Grow income across individual giving and corporate engagement & partnerships
- Support fundraising as part of community events, sponsored challenges and other activities as they arise
- Work as an Ambassador for the service, promoting & advancing our aims
- Work collaboratively within the Fundraising Team and the wider BC Team
- Work within our agreed behaviours

### The Fundraising Manager will:

- Be a person who enjoys talking to people
- Agree and achieve income targets in support of service delivery
- Work closely with the Senior Fundraising Manager, the Deputy CEO and the wider team where appropriate to ensure delivery of the Fundraising Strategy
- Develop & coordinate fundraising campaigns & events, working with the Operations Team on delivery
- Be confident to deliver presentations, talks, Q&As and attend conferences
- Gather data, record trends & outcomes to build evidence-based business cases with excellent IT skills

### Essential Skills Required for the Role

- Excellent organisational skills; able to plan & prioritise own workload to ensure deadlines are met
- Excellent interpersonal skills; capable of building & developing successful relationships at every level
- Highly developed ability to work on your own initiative, with the awareness of when to ask for help
- Ability to flex & overcome challenges and to rework plans last minute

### Essential Experience Required for the Role

- 2 years' experience of working in a fundraising environment meeting income targets
- Proven track record of delivering via multiple income streams
- Experience of working with stakeholders to develop compelling cases for support
- Experience of developing or managing budgets
- Experience of creating content and assets for promotion of fundraising activities,
- Experience & good knowledge of social media platforms and how to convert into income
- Presenting to new audiences & existing stakeholders to increase awareness & reach

### General

- An understanding of the importance of confidentiality and how to effectively apply it
- To carry out all duties in a way which accords with the Centre's Vision, Mission & Values
- To act as an ambassador and be committed to promoting the Booth Centre at every opportunity
- Willingness to flex to any urgent matters, as directed by your line manager or the CEO/Dep CEO
- Willingness to actively participate in the wider team goals & to act within our agreed behaviours

**Note:** Though we have tried to be thorough, no job description can cover every issue which may arise within a post at various times. The successful candidate would be expected to carry out other duties as required, within reason. This time would be compensated through TOIL if outside of agreed hours.

## How to Apply

We welcome applications from the whole community, particularly anyone with experience of homelessness or from a minority, ethnic background, though the person most suited to the post will be offered the role.

Please forward an expression of interest to our Administration Manager: [caitlin@boothcentre.org.uk](mailto:caitlin@boothcentre.org.uk) taking care to address all items in the Person Specification.

Closing date: Midnight Thursday 1<sup>st</sup> February 2024

Interview: w/c 5<sup>th</sup> February 2024

The interview questions will be based on your experience, which you will be asked to expand on during interview.

All successful applicants will be subject to an Enhanced DBS check and satisfactory references. We are legally required to see proof of eligibility to work in the UK.

#### **FLEXIBLE APPROACH TO RECRUITMENT**

We really want to get the right person for this role, so if you are interested but think your experience is at a different level to that described, please do get in touch. We welcome applications from candidates who may wish to work on a different basis as regards hours and are open to conversations on this. We understand that life circumstances and work preferences can vary and are open to accommodating different working arrangements to ensure that the role is a fulfilling and successful experience for both the employee and the organisation.

We believe that diverse perspectives and work styles enrich our team and contribute to our success. If you possess the skills, qualifications, and passion for the role, we encourage you to apply and discuss your preferred work arrangement during the interview process. Together, we can explore how to tailor the position to suit your needs whilst ensuring that we achieve our goals and deliver outstanding results.