



Job Description & Person Specification

Job Title	Fundraising Manager
Salary	Up to 35k (Depending on experience)
Hours	32 - 36 hours per week
Office Location	The Joshua Tree Support Centre, Dalefords Lane, Sandiway, Cheshire
Reports to	CEO
Responsible for	Corporate Partnerships Officer Events & Community Fundraiser Coordination of external bid writing support.

Role Overview

The Fundraising Manager is an exciting new role within The Joshua Tree fundraising team. We are looking for someone with a determination, drive and passion for fundraising. Someone who leads by example, has proven experience in raising funds / generating income and can identify the right opportunities.

You will be adept at generating fundraising plans and putting them into practice. You will have the ability to inspire and lead a small team to work together to reach individual and team fundraising targets.

You will be creative, imaginative, and come up with new ideas for generating income whilst motivating yourself and your team to achieve fundraising objectives.

We have a strong pipeline of supporters already in place, and now want to add additional resource and capacity into the team to develop these 'relationships' further, whilst identifying and securing new supporters to fulfil the opportunities available to us.

Duties and responsibilities

- Work with the CEO and fundraising team to develop and deliver a clear income generation plan for the charity
- Lead a fundraising team and work together to set clear objectives, provide regular supervisions and organisation of weekly face to face team meetings
- To research and develop a strong pipeline of opportunities to raise funds for the charity
- To directly generate income from corporate partnerships and charitable foundations
- Develop relationships with individuals, groups and associations to raise funds on behalf for the charity
- Work with the CEO and an external agency to coordinate and review trust & grant applications
- Provide excellent communication with new supporters to retain and grow their donations
- Ensure systems and processes are in place to support our fundraising work and ensure our Lamplight database is kept up to date by you and your team.

- Oversee and quality assure the work of the fundraising team in delivering planned fundraising events.
- To constantly reflect and review the performance of the fundraising team and provide monthly update reports to the CEO.
- To proactively work with our Digital Media & Communications Officer in providing a schedule of fundraising based content to be posted across social media channels and wider marketing requirements.

To be successful, it is essential that candidates can evidence in their applications:

- Proven experience and passion for raising funds for a charity
- Strong writing skills with the ability to develop concise proposals and emails
- The drive to research potential partnerships and develop a strong pipeline of supporters
- Excellent presentation skills, with ability to communicate effectively
- Previous experience of leading a team of people
- Creative and full of new ideas
- Understanding of financial planning and forecasting
- Strong ability to develop and deliver plans
- Hardworking, team player and strong ability to build rapport with others
- Ability to manage own workload, plan your time and prioritise a number of tasks at once.
- Passionate commitment to our mission and values

This job description should be seen as enabling rather than prescriptive and will be subject to regular review.

The Joshua Tree is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check.

How to apply:

To apply, please email a CV and two-page cover letter, along with the applicant information form to recruitment@thejoshuatree.org.uk

For an informal and confidential conversation please contact CEO Rich Driffield - richarddriffield@thejoshuatree.org.uk

Closing date is Friday 24th November 2023