

JOB DESCRIPTION

JOB TITLE

Fundraising Manager

SALARY

Full time salary £27,181 - £35,233 (from April 2024) pro rata if part time.

PURPOSE AND SCOPE OF THE JOB

Location: Remote working, within reasonable distance to enable travel to project site near Machynlleth, mid Wales at least four times per year. Office available in Aberystwyth if required.

Hours: Full-time or part-time, 3-5 days per week (22.5-37.5 hours) with flexible working hours. Applicant expected to work flexibly in response to funding deadlines.

Opportunity to work for an inspirational Welsh charity which is restoring nature and connecting people to this wild place, in a magnificent geographical area.

Coetir Anian (Cambrian Wildwood) manages a 142 hectare site near Machynlleth, restoring habitats and species to establish a flourishing, natural landscape and engaging a diverse range of people through education, wellbeing, and nature connection programmes.

For more information see www.coetiranian.org

Coetir Anian is seeking a new Fundraising Manager as the charity enters an exciting new phase in its nature restoration and people-land connection work. Much of the funding for the next financial year is in place and the focus is on financing the delivery of our new strategy, which will emphasise inclusive community engagement and storytelling alongside practical nature restoration. Experience with Heritage Lottery or similar applications would be an advantage.

The postholder will work with the Director and other staff to implement an income generation strategy which supports the work of Coetir Anian through unrestricted and restricted income streams.

This role would suit someone with experience of leading grant applications, especially in a small-medium sized charity. Community and major donor fundraising experience will also be advantageous, as will knowledge of funding in the environmental sector. You will need to be flexible, well-organised, a fast learner, have lots of initiative and be a strong team worker.

POSITION IN ORGANISATION

Reports To:	Director.
Responsible For:	No line management responsibilities.
Budget Responsibilities:	Project and core cost budgets developed with Director
Location:	Remote working from home, with option to work from the Coetir Anian office in Aberystwyth if desired.

DUTIES AND KEY RESPONSIBILITIES

Strategy development

Working with the Director, develop and deliver the income generation strategy as part of the charity's business planning.

Assist in the development of annual fundraising budgets, project plans and project budgets.

Develop sufficient knowledge and understanding of the Charity's work and values to communicate these to donor and funder audiences.

Monitor the effectiveness of the various income generating activities.

Develop and maintain a strong pipeline of donors and funders, using stewardship, research, analysis, and planning skills.

Investigate and advise on new sources of income which will help delivery our strategy, in order to diversity our income.

Ensure good governance of fundraising is in place, advising the Director and trustees as necessary.

Secure grants from Government, Lottery, Trusts and Foundations

Produce high quality written funding bid proposals and make verbal presentations as appropriate to secure large and small grants.

Coordinate and collate large and complex funding applications.

Identify and make funding bids to new charitable trusts and foundations.

Maintain existing relationships with charitable trusts and foundations through an active programme ensuring that they are kept up to date with Coetir Anian plans so that opportunities can be identified and capitalised upon.

Plan the monitoring and evaluation of individual projects, working with colleagues delivering the project.

Manage reporting commitments, working with the Director and ensuring input from colleagues delivering the project.

Establish processes for grant claims.

Work with the Communications Manager to ensure that funder publicity commitments are met.

Attract individual donations (major donors and appeals)

Work with the Communications Manager to develop and implement an engagement programme to attract income from existing sources on the donor database and to attract new donors. This is likely to include two appeals each year.

Develop a major donor programme to establish and steward relationships with prospective high value givers. Track, cultivate and manage relationships with potential donors, including developing clear systems and processes, due diligence, developing proposals and reporting.

Work with the Communications Manager to deliver an exceptional supporter experience across all communications and fundraising activity.

Represent the charity with prospective donors where the occasion demands.

Work with the other charity staff to ensure the charity's activities and communications support fundraising efforts.

Ensure supporter records and consents are kept up to date, in accordance with GDPR.

Ensure Gift Aid is claimed where appropriate.

Project Development

Work with colleagues to identify potential new Coetir Anian projects which align with the charity's updated strategy.

Work in partnership across the team to develop these, ensuring they are designed and presented in ways that will optimize funding opportunities.

General

Manage a dynamic workload and respond to competing priorities and funding deadlines.

Work closely with the Director to ensure all income raised is restricted appropriately in budgets and accounts and that expenditures are correctly allocated.

Provide monthly activity and income updates to the Director for reporting to the Trustees.

Comply with the Institute of Fundraising Code of Practice and charity fundraising law.

Keep up to date with developments in fundraising practice.

Undertake training to develop skills relevant to the role.

General responsibilities

Attend staff and other meetings.

Support and contribute to the wider objectives of the charity.

Have a strong commitment to diversity, equity and inclusion.

Be prepared to work some weekend days.

Be prepared to have occasional overnight stays away for work purposes.