

# Job description



<b>Job Title:</b>	Fundraising Manager	<b>Department:</b>	Income Generation
<b>Reports to:</b>	CEO	<b>Salary:</b>	30k
<b>Accountable to:</b>	CEO	<b>Hours:</b>	37 hours per week
<b>Responsible for:</b>	Developing a fundraising team	<b>Location:</b>	Trowbridge Office, Exeter, Gloucester and homebased

## Main purpose of the Job

Splitz Support Service delivers services across the South West for victims and perpetrators of domestic abuse and victims of sexual violence. With significant and increasing demand for our services, the organisation needs to grow its income generation capabilities to support service expansion.

- Enable the charity to realize its vision, mission and strategic ambitions through the development and delivery of a range of voluntary income generation streams.
- Begin the development of the income generation function for Splitz, and contribute to the organizations new strategy and brand.

## Main Responsibilities and Tasks

### Leadership and management

- To be an active member of the management team and contribute to the development and delivery of the strategic direction of the organization.
- Engage and involve staff and volunteers with income generation activities.
- Lead the burgeoning Income Generation team to ensure it supports and delivers strategic organizational development.
- Ensure all staff and volunteers are effectively performance managed and live the charity's values and have all appropriate resources to achieve excellence in their field.

### Strategy development

- Deliver the preliminary income generation strategy and work with the CEO to develop future income generation strategies.
- Prepare annual operating plans for income generation and ensure the timely delivery of projects and activities.

### Budgets and Financial performance

- Develop and achieve the annual budgets and targets for income generation and contribute to the creation of three year budgets and forecasting.

- Carefully monitor and evaluate both financial and non-financial performance data relating to income generation and create contingency plans to predict and rectify any variables.
- Develop effective business cases to propose new developments within the annual budgeting process and progress any ad hoc opportunities as they arise.

#### **Governance, regulation and systems**

- Ensure the organization complies with all fundraising Legislation and regulation and that all related policies and procedures are compliant and adhered to.
- Ensure activities and systems are compliant with all health & safety and data protection regulation.
- Develop and implement a new Income Generation supporter management system and reporting analytics to inform income generation activity.

#### **Income generation**

- Develop a core range of income streams including community engagement, corporate relationships, a calendar of events and a donor acquisition campaigns.
- Work with the CEO to accelerate new income streams and ensure they are adequately resourced for sustainable development.
- Develop supporter packages and campaigns and ensure a positive supporter experience which facilitates repeat activity.
- Work with the PR function and CEO to develop the new brand and website and to ensure the maximum publicity for all income generation activities.
- Work with the Office and Administration Manager and Finance Manager to ensure all Income Generation activities are appropriately supported, acknowledged and accounted for.

#### **Relationships and partnerships**

- Actively network across the operating area and beyond to build the charity's reputation and harness support for the organization.
- Proactively build relationships with key community leaders, local and regional companies, partner services and other influential organizations with a view to forming profitable partnerships.

#### **Other**

##### **Confidentiality and Data Protection**

All employees must ensure that essential information of a sensitive and/or personal nature is not disclosed to, or discussed with, inappropriate persons and that all information is maintained in accordance with the GDPR and other related legislation/requirements.

##### **Equality and Diversity**

Splitz Support Service is committed to encouraging equality, diversity and inclusion among our workforce and our service users, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our service users, and for each employee to feel respected and able to give their best. The role has the responsibility to ensure all duties and responsibilities are carried out in a manner which promotes Splitz Support Service's Equality, Diversity and Inclusion policy.

**Health and Safety**

All individual employees are required to be contracted to promote a health and safety culture within the workplace, observe all health and safety rules and procedures and attend training courses as required and where appropriate conduct risk assessments e.g. VDU, maternity, lone working, H&S audits etc.

**Policies and Procedures**

Responsibility for formulating, updating & monitoring relevant Splitz policies & procedures, updating manuals as and when required, ensuring that support staff have appropriate access to them and record sightings of updates

All employees need to be aware of all Splitz Support Service's policies and procedures and work within them at all times.

**Safeguarding / Disclosure and Barring Service**

Splitz Support Service is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and bring any concerns (whether in respect of service users or members of staff) to the attention of Safeguarding leads immediately. This role will require an enhanced DBS check.