

# Job Description

## Fundraising Manager

### The role

**Main purpose:** To deliver fundraising income targets at BRF and to provide excellent supporter care to donors, with a focus on trusts, church and individual giving, legacies.

**Reporting to:** Head of Finance and Operations

**Direct report:** Fundraising Administrator

**Location:** BRF office, Abingdon (open to some flexible working)

**Hours:** Full-time

**Salary:** From £26,500 pa

### Main areas of responsibility

- Deliver fundraising income targets for BRF and its programmes, with a focus on trusts, church and individual giving, legacies
- Grow and develop engagement with grant making trusts, writing reports and submitting further applications for funding
- Developing appeals and campaigns to encourage individual and churches to support BRF
- Liaising with designers and overseeing the production of high-quality fundraising materials
- Writing copy for BRF's website, newsletters and various publications
- Work collaboratively with colleagues across BRF (including the Key Relationships Team) and its programmes to develop strategic planning for fundraising, including impact assessment, creation of outcome-focused projects for donors, planning and delivery of appeals
- Ensure up to date with latest best-practice techniques
- Line management responsibility for Fundraising Administrator
- Be part of the planning team for the annual Supporter lunch

### Skills and experience

#### Essential

- Trust fundraising experience
- Experience of creating excellent case for funding documents
- Excellent copywriting skills and ability to communicate jargon-free information in a clear and accessible way
- Understanding of the needs of different types of donors
- Project management skills to enable delivery against multiple projects at any one time
- Excellent team player
- Flexibility and ability to work well under pressure
- Excellent communication and people skills

#### Desirable

- Use of CRM system to support fundraising (e.g. Raiser's Edge)
- Line management experience

## Benefits

- 28 days' holiday per annum, including bank holidays
- Auto enrolment pension scheme (8% employer contribution, 3% employee contribution)
- Private healthcare (after 12 months completed service, subject to underwriting)
- Flexitime scheme (after successful completion of probation period)

There is an occupational requirement that the role be held by a Christian, as defined by the Equality Act 2010.

*To apply, please email your CV together with a covering letter, outlining how you meet the skills and experience required, to Sara Sheerin at [sara.sheerin@brf.org.uk](mailto:sara.sheerin@brf.org.uk).*

**Closing date:** 5:00pm on Monday 25 March 2019.

BRF takes privacy of personal data seriously. We will use your personal data to process your application and for no other purpose. We don't share applicant data with external parties except when taking up references or conducting a DBS check. We would always seek the applicant's permission before doing this. For unsuccessful candidates, records are destroyed after 1 year. Our full privacy policy can be found at [brf.org.uk/brfs-privacy-policy](http://brf.org.uk/brfs-privacy-policy).