



Grief support
for children
and young people
in Oxfordshire

Job description

Job title	Fundraising Manager
Job summary	To contribute to SeeSaw's sustainability by maximising income through a planned programme of corporate, individual, community and events fundraising
Responsible to	The Director
Accountable to	The Board of Trustees
Salary scale	£30,000 to £32,000 full time 37 hours, but can be negotiable

Specific Duties

- Providing a key contact for corporate partners and donors, generating and managing relationships
- Researching new corporate partnerships and collaborations
- Developing and attending business networking events to sustain and generate relationships and raise awareness about SeeSaw
- Supporting the Community fundraiser at busy periods, with in memory and legacy giving, community and challenge events, including acting as a representative of SeeSaw
- Preparing and delivering talks and presentations to a variety of audiences.
- Supporting fundraising volunteers:
 - Briefing volunteers and ambassadors who give talks and presentations
 - Arranging volunteer rotas for community and challenge events
 - Stewardship of volunteers
 - Volunteer management at events including health and safety briefings, scheduling volunteer activities, etc.
- Writing and preparing copy and posts for the website, social media, newsletters, and updating the website as appropriate
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- Working with the e-mail marketing system
- Regular monitoring and reporting on fundraising income and trends against targets.
- Maintaining the database to record donations, track income and thank donors,
- Maintaining basic office procedures: filing, keeping up stock levels of fundraising materials and leaflets, updating display boards, etc.
- Cash handling – counting and recording cash donations
- Undertaking other fundraising activity at busy periods and in collaboration with the fundraising team when required

Person Specification

ESSENTIAL	DESIRABLE
<p>Experience and qualifications</p> <ul style="list-style-type: none"> • Experience of engaging, motivating and inspiring key stakeholders and partners • Experience of different types of fundraising and working with volunteers. • Awareness of fundraising challenges faced by charities 	<p>Experience and qualifications</p> <ul style="list-style-type: none"> • Experience of legacy and in memory fundraising, and appeals • Experience of networking at business and community events, and delivering presentations
<p>Skills & knowledge</p> <ul style="list-style-type: none"> • Good standard of literacy and numeracy • Excellent written and verbal communication • Confident networking and presentation skills • Confident and pleasant telephone manner • Excellent interpersonal and relationship management skills • Strong IT and organisational skills • Good time management, able to work to deadlines and manage competing priorities • Good attention to detail and high level of accuracy. • Knowledge of current fundraising trends and practice and the Fundraising Code • Familiarity with CRM databases (SeeSaw uses Beacon) • Experience of generating fundraising social media content – Facebook, Twitter and LinkedIn - and using scheduling systems 	<p>Skills & knowledge</p> <ul style="list-style-type: none"> • Experience of using e-marketing platform • Experience of updating websites • Understanding of the impact of bereavement on children and young people
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Approachable, friendly, flexible and collaborative approach to teamwork • Self-motivated, resilient and able to work independently • Able to make and sustain good working relationships • Energy and enthusiasm, and commitment to SeeSaw. • Able to drive and have access to a car • Flexibility in terms of availability and location (evening and weekend working at events across Oxfordshire). 	<p>Personal Qualities</p>