



Job description

Job title	Fundraising Manager
Responsible to	The Director
Accountable to	The Board of Trustees
Salary scale	£31,000 to £34,000
Hours:	full time 37 hours, part-time also considered

Job summary:

To contribute to SeeSaw's sustainability by maximising income through a planned programme of corporate, individual, community and events fundraising

Specific Duties

- Responsibility for corporate partners and donors, generating and managing relationships and researching new corporate partnerships and collaborations
- Taking the lead in developing Individual Giving funding streams, including in memory and legacy giving
- Work with external agencies in order to facilitate our individual giving programme
- Develop a strategy for high networth giving
- Develop and implement a legacy fundraising strategy to secure future planned legacy income
- Developing and attending business networking and other events to sustain and generate relationships and raise awareness about SeeSaw
- Working closely with the Community fundraiser to deliver a planned programme of fundraising, including community and challenge events
- Preparing and delivering talks and presentations to a variety of audiences
- Supporting the Community fundraiser with the management of fundraising volunteers as needed
- Writing and preparing copy and posts for the website, social media, newsletters, and updating the website as appropriate
- 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

Experience

- Experience of generating income within a fundraising or sales role
- Experience of engaging, motivating and inspiring key stakeholders and partners
- Experience of account management, working on multiple projects at any one time
- Understand of direct response marketing methods and/or individual giving

Skills & knowledge

- 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
- Understanding of the fundamentals of delivering excellent customer/supporter care.
- 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 – this can be learnt on the job
- Familiarity with CRM databases (SeeSaw uses Beacon)
- Experience of using social media – Facebook, Twitter and LinkedIn - and using scheduling systems in order to generate engagement or income

Personal Qualities

- 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 (some evening and weekend working at events across Oxfordshire).

Desirable

- Experience of legacy and in memory fundraising, and appeals
- Experience of using e-marketing platform
- Experience of updating websites
- Understanding of the impact of bereavement on children and young people

Terms of employment

Job title	Fundraising Manager
Hours	37 hours
Location	Hybrid (2 days a week from Oxfordshire office)
Contract	Permanent
Responsible to:	The Director
Holiday entitlement:	26 days FT (pro rata for PT)
Pension:	6% employers contribution
Maternity allowance SMP	
Probation:	The post has a 6 month probationary period
Salary:	£31,000 to £34,000 depending on experience

SeeSaw is an equal opportunities employer and we welcome applications from all suitably experienced persons regardless of their race, socio-economic backgrounds, gender, disability status, ethnicity, religion/faith, sexual orientation, or age.

This post will require a DBS check to be undertaken.

How to apply

If you wish to apply, please submit your current CV and a cover letter by 2nd May to info@pollysymondsonrecruitment.co.uk

When writing your cover letter, please ensure that you provide specific examples to demonstrate your competencies, achievements and skills addressing the specific criteria set out. We recognise that some of your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job.

If you would like an informal discussion with Polly Symondson (Polly Symondson Recruitment) to find out more about the role before submitting an application we encourage you to email: info@pollysymondsonrecruitment.co.uk.

PSR interviews will take place online on 4th May

Shortlisted candidates will be invited to a face to face interview at SeeSaw on 11th May