



The role of Fundraiser at Staying Put is to develop income streams that will bring in sustainable funds for the longer-term. Reporting to the Head of Finance and Corporate Services, this role will work closely with the Digital Communications Manager, Service Managers and the Senior Leadership Team. The Fundraiser will work for the success of our overall strategic goal to support all victims and survivors of domestic abuse and sexual violence through our strategic objectives:

1. Early intervention and prevention;
2. Halving violence against women and girls; and
3. Inclusivity

The focus of the role will be on digital fundraising and fundraising events to generate new income streams for the charity. Some of this new income will enable us to fund our core costs, build up a surplus and help bring about our strategic aims for the charity. The Fundraiser will use their breadth of experience and knowledge to quickly understand our context and identify appropriate funding opportunities.

Prime objectives of post

1. Lead on all campaigns and events to generate donations income from corporate donors, individual donors and sponsors, thus diversifying us away from our reliance on core local authority funding for the Survive & Thrive contract.

General Duties

1. To be familiar with the aims and objectives of the organisation and the wider consortium partnership arrangements
2. To remain up to date on all legal and practice issues relating to the role
3. To adhere to the Code of Conduct at all times
4. To maintain statistical data and information in order to contribute to the monitoring and evaluation of services.
5. To ensure that the service complies with the legal framework that protects the safety of vulnerable adults and children, adhering to the Local Safeguarding Adult & Children's Board policies and procedures and the practical implications of this are understood.

Range of Duties

1. To generate income from donors (both individuals and corporates) across a number of projects to agreed targets.
2. To prepare compelling high quality funding proposals that are strategically relevant and attractive to new and existing donors.
3. Build on relationships with existing donors and supporters, keeping them regularly informed, and trying to encourage repeat and recurring donations.
4. Identify and submit applications for prizes and awards that will raise the profile of Staying Put and secure funding.
5. To lead on all fundraising campaigns and events.
6. Help shape the fundraising aspects of the strategic plan, in conjunction with the Head of Finance and Corporate Services, for income generation through new and existing opportunities.

7. Be quick to target and build strong and successful professional relationships whilst liaising with the Senior Leadership Team to ensure a cohesive approach. This will be with a diverse range of audiences for new and existing opportunities, deliver ambitious funding targets and motivate those around you to ensure success. Proactively engage and meet regularly with various external audiences to secure funds that meet our strategic aims.
8. Commitment to the team to achieving the whole organisation business plan/vision.
9. Continuing improvement to the processes, procedures & KPI's within the fundraising/business development function when providing strategic plans & activity calendars/work plans.
10. To communicate effectively, achieve buy in, help maximise success and impact.

The duties of this post may vary from time to time, without altering its overall nature.

This information is designed to help employees understand and appreciate their role within the organisation and across the partnership contract offer. The following points should be noted

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore have been used which assume that all the usually associated routines are included.
2. Employees should not refuse to undertake any work, which is not specified on this form.

Personnel Specification
(Essential unless stated)

<p>Knowledge and experience</p>	<ul style="list-style-type: none"> ▪ Significant experience in a similar fundraising role, with the ability to demonstrate consistent success in meeting and exceeding challenging financial targets. ▪ Proven experience of identifying, cultivating and recruiting new supporters. ▪ Proven experience of relationship management and able to demonstrate relationships that have been developed to deliver maximum benefit. ▪ Knowledge and experience of the voluntary, community, public, private and/or social enterprise sector. ▪ Good knowledge and significant experience of databases for donor management (ideally Enthuse or LoveGiving). ▪ Experience of digital fundraising ▪ Knowledge of the issues relating to domestic abuse and sexual violence. ▪ Awareness and understanding of trends, legislation and Institute of Fundraising best practice guidance in relation to fundraising. ▪ Experienced in fundraising, public and private sector sponsorship and partnerships. ▪ Sound understanding of and experience working with the Microsoft Office Suite. ▪ Experience of other different and successful ways to raise money, i.e. crowd funding, wacky events, use contacts and ideas from Trustees, etc (desirable). ▪ Experience of corporate fundraising (desirable)
<p>Skills</p>	<ul style="list-style-type: none"> ▪ Ability to work at a strategic level but also able to implement the strategy and day to day plans to get the desired results. ▪ The ability to analyse and research information, presenting the desired findings in a persuasive and professional way for a variety of audiences. ▪ Demonstrable skills of leadership & teamwork. ▪ Ability to write clear & accurate reports, varying the style appropriately for the audience. ▪ Ability to work proactively and autonomously, using your own initiative to overcome challenges and problem-solve ▪ Excellent time management and organisation skills, with the ability to manage multiple projects and deadlines ▪ Strong and positive oral and written communication and presentation skills, a confident communicator. ▪ Strong financial management skills (desirable). ▪ Ability to use collaborative skills of others in Board, peer and other relationships to achieve better results understanding the needs of disadvantaged communities we serve (desirable). ▪ Ability to understand budgets and work within the financial procedures of the organisation (desirable)
<p>Personal attributes</p>	<ul style="list-style-type: none"> ▪ Detail oriented with strong attention to effective task completion. ▪ Excellent persuasion and influencing skills with the aim of engaging with all and raising Staying Put's profile. ▪ Strong interpersonal skills for networking and relationship building ▪ Able to problem solve in high stress, dynamic and varying situations. ▪ Self-starter, resilient, persistent, driven, and use own initiative. ▪ Positive and professional attitude. Comfortable working with/at all levels internally and externally with the highest level of professionalism. ▪ Have an understanding of the feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people's lives.

	<ul style="list-style-type: none"> ▪ Ability to demonstrate a commitment to the principles of equal opportunity and diversity ensuring inclusivity across all aspects of service delivery. ▪ Must have an empathic, non-judgmental, non-directive and anti-discriminatory approach. ▪ Creative approach to income generation. ▪ Developed and well-established relevant contacts in Yorkshire. ▪ Ability to foster good working relationships within a small team – including nurturing and motivating in a complex work setting. (desirable) <p>Other Undergo a DBS check with a successful outcome.</p>
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Education / qualifications	<ul style="list-style-type: none"> ▪ GCSE Level education including Maths and English ▪ A qualification from the Institute of Fundraising (desirable)
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Our values are - Inclusivity, Integrity, Passion and Drive

Terms and Conditions of Employment

Job Title	Fundraiser		
Salary	£30,900 FTE per annum		
Hours of Work	18.75 hours per week (Over 3 days) Flexible working – core hours are 10am until 4pm – see Flexible working policy		
Annual Leave	30 Days (pro rata for part time employees.) The annual leave year runs from 1 st April to 31 st March.		
Bank Holidays	8 Statutory Bank Holidays (pro rata for part time employees)		
Birthday Leave	Day off for your birthday in addition to annual leave		
Pension	Staying Put offers a pension by salary exchange into a stakeholder pension scheme with auto enrolment after 12 weeks. Employees can contribute on a regular basis to their pension plan.		
Wellbeing	Staying Put regards the health and well-being of their staff as pivotal to creating a healthy workforce. Therefore, Staying Put provides an Employee Assistance Programme (EAP) to all staff and a healthcare plan with GP access and discounted gym memberships for all staff confirmed in post. Agile Working and Flexible Working policies are in place to assist with work life balance.		
Employee Benefits	An employee discount scheme and financial wellbeing benefit, with access to financial coaches, are in place for all employees.		
Death-in-service Benefit	2x annual salary		
Probationary Period	The post holder will need to satisfactorily complete a 6-month probationary period.		
Expenses & Car Usage	Expenses are reimbursed in line with the expenses policy. 45p per mile is paid to staff that use their own vehicles for journeys they have to take in the performance of their duties. Appropriate insurance must be in place.		
Sickness	Years of service Up to probationary period	Full pay SSP Only	Half pay SSP only
	Post Probationary period	2 months	2 months