

Job Description – Fundraising Manager

Job title:	Fundraising Manager
Reports to:	Chief Executive
Manages:	Community Engagement Officer, Communications Officer
Hours:	Full-time, 36 hours per week, opportunity for flexible working
Salary:	NJC 29 to 32 (£32,290 to £35,745) subject to experience
Contract:	Permanent
Leave:	25 days per annum plus bank holidays
Pension:	5% employer contribution

About Jimmy's Cambridge

Jimmy's Cambridge is one of Cambridge's leading providers of support and accommodation to people who are and have been experiencing homelessness. We help people get off the streets and into their own home, backed up with all the support we can offer from our talented and committed team of staff, volunteers and partners.

Our success in delivering our services is underpinned by the support we receive from individuals, organisations, our volunteers and our partners, all of whom are fundamental to our work. In addition to maintaining a sustainable set of existing services, we also have ambitious plans to increase our services and impact, ensuring we can support as many people as possible who are and have been experiencing homelessness.

Purpose of the Role

This exciting new role is an exceptional opportunity to build and shape Jimmy's fundraising and communications work in order to help meet our ambitious aims. Reporting directly to the Chief Executive, you will use your passion, experience, and expertise to implement a new fundraising strategy which will create sustainable funding for transformative services and projects. Increasing and diversifying our income streams, stewarding existing supporters and identifying and securing new funding opportunities will be critical in ensuring Jimmy's is able to best support the people who need our services now and in the future. You will also ensure the impact of our work is clearly communicated to a range of audiences, allowing current and future supporters fully appreciate the difference they are making.

Key Responsibilities

- Identify appropriate new funding opportunities and develop, prepare, and submit compelling proposals for them. Depending on the opportunity and complexity, this will be done by you, in collaboration with the Chief Executive, or with external support.
- Delivering new fundraising for projects and services, including time-bound campaigns and new creative initiatives to grow income sustainably.
- Build relationships with local corporates and high net worth individuals on behalf of Jimmy's – working with the Chief Executive for more significant approaches – and engage with local business networks and similar groups.
- Ensure current funders and partners are properly stewarded, providing them with relevant information about the impact of their existing support and maximising opportunities for further support.
- Work with the Chief Executive to develop an annual plan with targets, which will form the basis of future fundraising work.
- Develop and oversee the delivery of appropriate multi-channel communication plans, using the fundraising strategy to inform this work.
- Review and oversee Jimmy's community engagement work.
- Line manage and develop a small team (currently two staff) and, where required, manage any external/freelance resource Jimmy's may require for its fundraising and external communications work.
- Build support from fundraising volunteers, ensuring they feel valued, informed, and engaged with the work of Jimmy's.
- Be responsible for the departmental budget, including the effective management of departmental finances and always ensuring best value for money.
- Oversee the implementation of a new fundraising database and manage it on a day to day basis. This may include managing external IT contractors.
- Ensure Jimmy's complies with all regulations and best practices in relation to charity fundraising.
- Contribute to the delivery of Jimmy's mission and champion its core values.

This list of responsibilities is neither exclusive nor exhaustive as the post holder may be required to undertake other duties and responsibilities commensurate with the nature of this role.

Person Specification

- A proven track record of successful fundraising, achieving sustained income growth against targets.
- Demonstrable experience of both stewarding current funders and creating fresh opportunities to work with new funders.
- Great interpersonal skills and the ability to communicate confidently and create meaningful relationships with senior colleagues, stakeholders, partners, and current/potential donors.
- Excellent research and analytical skills and the ability to create clear, concise, and compelling cases for funding.
- Strong people management skills, including successfully supporting and coaching staff.
- Experience of implementing communication plans.
- Proven ability to manage budgets and obtain best value for an organisation.
- A proactive and delivery-focussed approach to your work.
- Ability to manage multiple, competing demands while also being flexible and adapting to the changing needs and priorities of Jimmy's.

Working Hours

While this role will work predominantly daytime Monday to Friday, the post-holder will be required to work in a way that suits the needs of the service and the organisation. The post-holder will be expected to manage their own time and hours, in agreement with the Chief Executive Officer.

The location of this post is flexible, with the opportunity to mix working from our two locations in central Cambridge and from home.

Jimmy's Core Values

1. Confidentiality
2. Honesty
3. Inclusion
4. Professionalism
5. Passion for the work we do
6. Empathy
7. Respect

How to Apply

To apply, please send us your CV and a supporting statement setting out how you meet the requirements in the Person Specification - both no more than 2 sides each - and an Equal Opportunities Monitoring Form. Closing date for applications is noon on 8th January 2021. We will be holding first stage interviews virtually on 15th January 2021, with a second stage in person subject to guidance at the time on 22nd January 2021. To apply, and any questions, email sarah.cochran@jimmyscambridge.org.uk. The post is subject to an enhanced DBS check.