



Fundraising Manager

| JOB DESCRIPTION | | | |
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| Job Title: | Fundraising Manager | Contractual status: | Full-time/ part-time/ job share/ Flexible options |
| Hours of work: | 37.5 hours per week (Pro rata) | Salary range: | £28,000-£30,000 (Fixed term 1 year, with the view to extend) |
| Location: | Sharks Training Centre, Carrington | Reporting to: | Operations Manager |
| Key Relationships: | Key External Stakeholders, Sale Sharks Club, Media, Internal colleagues, | Report in: | Na |
| Closing date: | 25 August 2023 | Interview date: | 13 September 2023 |

| JOB SUMMARY: |
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| <p>This is a new role within the Sale Sharks Foundation where you will be responsible for developing and delivering the organisations Fundraising strategy and ambitions.</p> <p>The role will have a focus on achieving agreed annual fundraising targets by developing new relationships with potential donors and partners as well as seeking opportunities and connections for our Sharks communities to raise money on our behalf through sponsored activity and individual giving.</p> <p>This is an exciting time for an experienced fundraiser to join the Foundation and help us develop this area of our organisation. It would give you the opportunity to develop and lead the direction of fundraising on behalf of the Foundation to support it to continue to deliver its worth projects across Greater Manchester and the North-West for years to come.</p> |

ROLES AND RESPONSIBILITIES

Relationship Management

- Act as the key point of contact for all Fundraising activity
- Work with key partners, building rapport and developing new relationships quickly with potential donors to maximise fundraising and donation opportunities.
- Create partnerships to maximise fundraising and donation activities on our behalf.
- To research and understand existing potential donors to seek out new sources of income. Develop relationships to ensure long term support of the work of Sale Sharks Foundation.
- Responsible for maintaining databases for donors and fundraisers, ensuring all fundraising data is kept to a high standard and in compliance with GDPR.
- Responsible for maintaining and developing digital platforms linked to fundraising, such as Just Giving.
- Work with Sale Sharks Foundation leads to support fundraising activities within existing programmes.
- Work closely with other colleagues across the Foundation departments and within Sale Sharks to ensure fundraising plans are integrated. Manage resource effectively to maximise outputs.
- Provide communication and marketing support to ensure the pages and links on salesharks.com website linked to fundraising and donations are up to date and to co-ordinate content for the Sale Sharks match day programme. This will also include co-ordinating the production of marketing materials.

Events & Activities

- To achieve / exceed the Foundations fundraising targets and objectives.
- To develop, lead and manage the execution of an effective fundraising strategy.
- Responsible for devising and delivering a fundraising plan for corporate fundraising, grant applications and the planning and organisation of a fundraising events calendar.
- Design, develop and lead on the delivery of fundraising and events.
- Innovatively lead on match day fundraising activities, working closely with our Rugby Development Manager and colleagues within Sale Sharks to bring in fundraising.
- Create awareness of the Foundations fundraising and other activities
- Work with the Operations Manager in the development of a volunteer policy to support the work of fundraising activities.
- Work with department leads to ensure relevant buy in and scheduling of staff to support the work of fundraising where necessary.
- Support the Foundation's funding consultant in identifying and writing bid applications.
- Develop engaging ways to create awareness across our different community environments (schools, Rugby clubs, commercial partners) to help them understand the work of the Foundation and develop buy in to fundraising activities on our behalf.

Monitoring & Evaluating

- Working with the Operations Manager and CEO to develop and manage annual income and expenditure budgets for charity fundraising.
- Keep clear, accurate records and data collection linked to all fundraising and donation work.
- Responsible for tracking and delivering against agreed KPI's associated with fundraising are reached.
- Design, deliver and ensure monitoring and evaluative feedback systems are in place for fundraising activities.
- Ability to produce reports and analysis and present findings.
- Ensure that quality assurance of Sale Sharks Foundation fundraising activities, working with colleagues to make sure all materials are relevant and up to date.

- Support the creation of media information and case studies/good news stories to measure the impact of events and activities for the Foundation and relevant partners.

It is expected that the role will include working evenings and weekends including match days. This will always be agreed in advance with time off in lieu offered.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform.

It is key to this role that candidates:

- Always demonstrate the Sale Sharks Foundation values.
- Promote Sale Sharks Foundation's brand and ethos in a professional and positive manner.
- Be committed to applying and promoting equality, diversity and inclusion as Sale Sharks Foundation and comply with all Charity policies and procedures.
- Act in line with the Foundations code of conduct always showing professionalism in all environments we work across.

PERSON SPECIFICATION

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| Knowledge, Skills & Experience | <p>Essential</p> <ul style="list-style-type: none"> • Minimum of 3 years' experience leading on the delivering of fundraising events and activities in one or more of the following areas: individual giving, major donors, trusts and Foundations, and corporates. • Record of consistently achieving annual fundraising targets. • Proven success at building effective working relationships with a range of stakeholders in a fundraising environment. • Experience of producing monitoring and evaluation reports • Track record of developing and managing projects and events with other partners to achieve successful outcomes. • Experience and understanding of risk assessments and procedures. • Previous experience of leading and motivating others to a common purpose. • Evidence of the ability to develop and manage project budgets. • Strong organisational skills with the ability to prioritise and work well under pressure. • Strong public speaking and presentation skills. • Strong organisational self-starter with the ability to work as part of a team. • Excellent data and numeracy skills • Understanding of data protection and GDPR principals • High attention to detail including good use of grammar and spelling. • Excellent knowledge of Microsoft 365 packages <p>Desirable</p> <ul style="list-style-type: none"> • Understanding of the Fundraising Code of Conduct • Qualifications linked to Fundraising. • Membership to the institute of Fundraising |
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| Personal Attributes | <ul style="list-style-type: none"> • Ambitious and driven with a willingness to learn. • A passion for the community and making a difference. • A friendly, positive 'can do' attitude. • A commitment to the aims, vision, and values of Sale Sharks Foundation • Strong interpersonal skills with ability to work on own initiative and as part of a team. • Good analytical skills, problem solving and decision-making capabilities. • Excellent communication and the ability to motivate and sell ideas to others. • Excellent organisational skills with the ability to assess priorities and work to strict deadlines. • Ability to inspire and articulate the full breadth of impact the work of the Foundation has. • Willingness to work flexible hours. • Full driver's license and use of a vehicle. |
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TO APPLY

Please send a CV and a covering letter setting out why you believe you are our ideal candidate, along with your completed Equality, Diversity & Inclusion monitoring form to Claire.Hanrahan@salesharks.com

Please do not hesitate to contact Claire if you would like to discuss the role in more detail on 0161 667 7519 or email her at the above email address.

Sale Sharks Foundation is an equal opportunities employer and encourages applications from all sections of the community. The successful candidate will undergo an enhanced DBS check to work with children and vulnerable people and employment will only be offered if a clear check and suitable references are received back.

***Please note only candidates selected for interview will be notified.**