

JOB DESCRIPTION

Rock UK Adventure Centres Ltd.

POST -	Fundraising Manager
ACCOUNTABLE TO -	Commercial Director
OPERATIONAL BASE -	Northamptonshire
CONTRACT -	Full-time
SALARY RANGE -	£25k-£28k (negotiable depending on experience)

ROLE PURPOSE: Responsibility for developing and delivering fundraising strategy

GENERAL RESPONSIBILITIES:

- 1 Develop fundraising strategy that will enable funding required to achieve growth plans
- 2 Set and deliver fundraising targets
- 3 Develop long-term relationships with individuals and bodies from identified funding sources
- 4 Lead organisational thinking on fundraising-centric ethos

SPECIFIC DUTIES:

Develop fundraising strategy:

- Review existing fundraising activity
- Identify target sources of funding
- Work with Commercial Director to set challenging but realistic 5-year targets for capital, income and bursary funding
- Prepare credible and comprehensive mid-term (5 year) fundraising strategy
- Annually review fundraising strategy

Deliver fundraising targets

- Develop robust and effective research methodology to identify target fundraising sources and optimise bid efficiency
- Prepare highly-researched and targeted bids and applications (against capital and income targets)
- Prepare and execute detailed work-plans with necessary fundraising activity to deliver realistic bid-funding ratio
- Develop comprehensive MI for tracking and reporting
- Work with Head of Marketing to develop bursary programme for deprived children
- Launch "Friends of Rock UK" (working title) individual financial support programme

Develop long-term relationships with individuals and bodies from identified funding sources

- Personally visit and develop relationships with key individuals in target organisations/bodies/HNWIs
- Develop strong relationships with board members and other stakeholders who can support fundraising bids/visits and presentations
- Arrange annual fundraising dinner/event for major personal supporters

Lead organisational thinking on fundraising-centric ethos

- Prepare and present regular updates to staff, executive team and Board
- Provide guidance and advice to local fundraising events run by each centre
- Co-ordinate joined-up organisational fundraising programme and "fundraising-matters" mindset

EXPERIENCE & CHARACTERISTICS:

- Demonstrable track-record of third-sector fundraising delivery
- Graduate-calibre
- Highly personable
- Confident
- Creative and pragmatic
- Strong analytically and with attention to detail
- Ability to "take ownership"
- Comfortable working both at strategic/senior level and as "doer"

Christian Ethos

Rock UK Mission Statement:

"To advance the Christian Faith by encouraging positive development primarily of young people, physically, emotionally, socially, mentally and spiritually, through the provision of study/activity programmes and facilities."

This position has a Genuine Occupational Requirement (GOR) for the post holder to be a practicing Christian

- All staff are required to support and promote this Christian Ethos, acting in good faith with loyalty to these Christian aims, and are expected to behave in a manner which is consistent with Biblical principles (in accordance with the Evangelical Alliance Basis of Faith), and will not prejudice the Rock UK objectives or bring Rock UK into disrepute.
- This role has a Genuine Occupational Requirement to be filled by a committed Christian, as it involves work in a key area of Rock UK ministry, making the Christian faith accessible to young people and creating opportunities for them to develop their Christian faith.
- The person filling this role will need to be a committed Christian as they will have responsibility for:
 - Core activities which will give young people an opportunity to access the Christian faith and to grow in their personal Christian faith.
 - Keeping and protecting the Christian ethos and mission of Rock UK.
 - Working with churches and Christian organisations in order to establish mutually effective mission partnerships.
- The role will involve representing Rock UK' Christian ethos to internal and external contacts.
- Rock UK has an emphasis on continuous professional development (CPD) for its employees. Part of the CPD for this role will include a commitment to Bible study and personal spiritual development.
- As a result of our positive Christian objectives and values the following are examples of conduct we would expect to find within the staff team at Rock UK Adventure Centres:
 - The treatment of one another with grace, respect, courtesy, politeness, forgiveness and understanding.
 - Honesty, accountability and co-operation in our interactions, timekeeping and work practice.
 - Respect for authority, individual conscience and diversity as people working together.
 - Commitment to good stewardship of the organisations resources.

Personal Specification - Essential (E) & Desirable (D) skills

- Experience of Microsoft operating systems both (E)
- Awareness of data protection importance (D)
- Experience of developing MI reporting (E)
- An ability to work both independently and under direction (E)
- An ability to develop new ideas and motivated to see a task through to completion (E)
- Good interpersonal team skills, willing to listen and offer help where appropriate (E)
- Competent organisational and administrative skills (E)
- The ability to think logically and creatively to hit targets (E)
- Honest and trustworthy (E)
- Be able to demonstrate Christian values and a Christian lifestyle to other staff (E)
- Regularly attend a church, or Christian fellowship, whose teaching and practice is in agreement with our biblical basis (E)
- Mature Christian who is able to see the relevance of the daily task to the mission of Rock UK Adventure Centres (E)
- Well-connected fundraising network (E)
- Budget-holding experience (D)