

JOB DESCRIPTION

JOB TITLE:	Fundraising Manager
DURATION:	Permanent, full time role
SALARY:	£34,000 - £43,000 per annum
HOURS:	Monday to Friday 8.30am to 5.00pm. You will be required to stay later to occasionally oversee events
HOLIDAYS:	25 days plus bank holidays
REPORTING TO:	CEO
LOCATION:	305 Garratt Lane, Earlsfield, SW18 4EQ or any other location as required
START DATE:	As soon as possible

Purpose

- To lead, give strategic direction and develop the core funding ask(s).
 - To identify, cultivate and develop income streams for the charity including but not exclusive to: trusts, corporates and major donors.
 - To establish philanthropy at the core of the charity so that it is more resilient in future periods.
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About Us

BeyondAutism is a charity dedicated to empowering people with autism to lead fuller lives through positive educational experiences, training for the people who work with them and support for their families and carers. We run Independent Special Schools for children aged 4-19, a Post-19 service, Outreach and Training and the beginnings of an Early Years' service.



Our Fundraising Needs

This role is new and represents an exciting opportunity for a committed fundraiser to play an integral role in the continued growth of an award-winning charity.

Following a successful capital fundraising campaign to build and establish a new BeyondAutism School, we now need to establish and develop a fundraising strategy to meet the additional needs and growth strategy of the charity not covered by school fees. We are seeking a visionary and committed fundraising professional who is excited by the idea of developing existing and creating new cases for support to enrich the education services we offer.

This is a viable and exciting role within an inspirational charity. You will be an integral member of our Senior Management Team and work collaboratively with colleagues to identify and approach potential funders. We have enjoyed fundraising success from corporates, trusts and major donors and you will use your experience to develop the right income streams.

Main Duties and Responsibilities

To be an ambassador for BeyondAutism including:

- Demonstrating commitment to the Organisation's mission statement.
- Leading by example and demonstrating through both actions and words a positive approach to colleagues, our young people and stakeholders alike.
- Establishing and maintain effective working relationships both inside and outside the Organisation, and to represent BeyondAutism externally, so that BeyondAutism is always perceived as a professional, efficient and ethical Organisation.

To support in the development and achievement of the Organisation's strategic objectives by:

Fundraising:

- Continuing to develop and action an effective core fundraising strategy, paying particular attention to overseeing the development of existing and new income streams.

Other:

- Line management: line managing the Fundraising and Marketing Officer in conjunction with the Marketing and Communications Manager, providing support and mentoring, particularly around event-based fundraising.
- Maintaining awareness of progress made against strategic plan/s and feedback to the CEO on a regular basis, seeking support where required.
- To agree, set and manage departmental budgets by working with the CEO to develop and implement a realistic fundraising target and managing the achievement of such target thereafter, including ensuring that activities and outcomes are regularly reported to the CEO.

To source, secure and maintain relationships with current and prospective partners of the organisation by:

- Working with the CEO and the Board to maximise current contact opportunities, develop further contacts and find new and innovative ways of engaging with major donors.
- Researching, identifying and profiling potential Major Donors and grant making trusts. Creating a target list and engagement strategies for these individuals.

To fulfil the requirements of financial and management reporting by:

- Ensuring that strict financial controls across the Fundraising and Communications department are maintained. This includes the achievement of revenue budget, adhering to expenditure authorisation procedures and maintaining strong, effective and timely credit management.

To maximise the use of the organisation's internal database by:

- Ensuring that the Fundraising database is used effectively.
- To ensure compliance and legal requirements for the fundraising function.

To fulfil the administrative elements of the post by:

- Keeping clear, accurate records relating to all fundraising events and activities, including risk assessments.

To fulfil any other responsibilities of the post including:

- To ensure that all fundraising activity complies with relevant legal requirements and Organisational policies, and assume lead responsibility for staying up to date with changes to fundraising regulation and identifying impact and necessary action for BeyondAutism.
- Demonstrating commitment to BeyondAutism's mission statement and aims.
- Attending functions or networking meetings to promote the work of BeyondAutism, as necessary
- Attending internal or external meetings as required.
- Any other duties which may reasonably be required of the post.

This is a description of the job as it is presently constituted. It is the practice of BeyondAutism to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the Organisation's aim to reach agreement on changes, but if agreement is not possible, the Organisation reserves the right to insist on changes to your job description, after consultation with you.