



Job Description and Person Specification

Position:	Fundraising Officer
Salary:	£23,500 - £26,239 (dependant on experience)
Hours:	35 hours per week
Base:	Zion Community Centre, 339 Stretford Road, M15 4ZY
Reporting to:	Fundraising Manager
Accountable to:	Board of Trustees

Job Description

Summary of Main Duties and Responsibilities

Fundraising is all about relationships and ensuring that all our donors feel valued, appreciated and connected to the work of Manchester Mind. Our fundraising has become a vital part of providing the income we need to keep our mental health services free and accessible to all. Our small fundraising team is active in working with individuals and organisations attending events and looking at developing new ways of raising income. You will mainly manage stewardship for community and business fundraisers, attend charity events, assist with financial reporting, undertake market research and help develop new income generation initiatives. Working within a supportive and evolving team, you will also engage with staff and volunteers across the charity to ensure that you are able to communicate the difference funds make.

Main Responsibilities

- Support the delivery of the fundraising strategy.
- Develop and maintain good relationships with individual, community and business supporters who wish to donate or fundraise for Manchester Mind.
- Ensure supporters are well supported and appreciated.
- Maintain the database and collate monitoring information.
- Stocktake, order charity materials and monitor budgets.
- Undertake bi-monthly financial tasks and help with month end reports.
- Lead on community events and support business events.
- Regularly research and review existing and potential supporters to ensure opportunities to maximise income are taken.
- Work with the Fundraising Manager and Marketing & Communications Manager to ensure publicity and marketing materials are in place to support fundraising activity.
- Enhance Manchester Mind's fundraising presence on social media platforms.
- Support the Fundraising Manager in working with colleagues (particularly Marketing & Communications and Training) to maximise cross-marketing opportunities.
- Contribute to the development of newer areas of fundraising (individual giving, major donors, gifts in wills).
- If appropriate, identify and apply to trust funds to support projects and core costs.
- Work with Greater Manchester Local Mind associations on opportunities that maximise fundraising, where possible and if required.

General Responsibilities

- To ensure fundraising activities reflect Manchester Mind's beliefs and values.
- To maintain a professional and confidential approach to work at all times.
- To contribute to the effective and efficient running of Manchester Mind's fundraising function through awareness of, and compliance with, policies and procedures, including Fundraising Regulator, Charities Commission, Safeguarding and Health and Safety.
- To ensure fundraising functions comply with General Data Protection Regulations.
- To actively participate in regular supervision sessions and team meetings.
- To be willing to attend training courses, as agreed with the Fundraising Manager.
- To create positive relationships and to treat all staff, volunteers and members of the public with dignity and respect, adhering to Manchester Mind's core aims and values, equal opportunity and diversity statements and policies.
- To occasionally work outside normal office hours.
- To carry out other duties as requested by the Fundraising Manager or other senior member of staff.

This job description may be subject to joint review from time to time between the post-holder and Manchester Mind, and as such is liable to amendment.

Person Specification

All essential unless otherwise stated.

Knowledge and Experience

- We are looking for someone who can demonstrate at least 2 years' experience working in a fundraising role or in a sales and marketing or corporate environment.
- Experience of building strong relationships with individuals and organisations.
- We are also looking with someone who has developed or is developing knowledge in one or more of the different areas of charity fundraising such as:
 - Charity partnerships
 - Individual giving
 - Major donors
 - Trust fund writing
- Experience of developing projects in a way that is collaborative.
- Knowledge of the impact of mental health on individuals.

Skills and Personal Qualities

- Able to build relationships built on kindness and trust both with individuals and organisations.
- The ability to be organised and manage time effectively.
- Ability to develop new areas of fundraising.
- Good IT and financial skills which will enable the management and interpretation of data for the benefit of Manchester Mind's fundraising function.

