

Job Description – Fundraising Manager

Based at:	The Smallpeice Trust, 74 Upper Holly Walk, Leamington Spa, CV32 4JL. We operate a discretionary hybrid working model, with a minimum 2-3 days per week at our head office in Leamington.
Reporting to:	Head of Trust and Foundations
Benefits Package	£36,500 and generous benefits including Pension, Life Assurance and Private Healthcare. Salary is non-negotiable to ensure fairness and equity for all candidates, regardless of gender or background.
Contract type:	Full Time, Permanent

Main Purpose

Working within the Fundraising team, this role will lead on funding activity, developing relationships with key funders alongside growing new key accounts for the Trust's current programmes and future developments to support our ambitious growth plans. This role will continue to grow the profit of the Trust and its excellent reputation within the market space.

Principal Responsibilities

New Partners and funders

- Grow the number of funders and projects for the Trust.
- Develop costed proposals for opportunities with new partners in line with bid rules.
- Identify opportunities for new partnerships.
- Be an ambassador for the Trust at events with networking and speaking opportunities.
- Support the wider team on opportunities, sharing ideas and intelligence.

Fundraising Development

- Support the ongoing development of the fundraising strategy for the Trust and feed into the overall strategy.
- Support the Trust's presence within the funding landscape.
- Develop fundraising materials, creating presentations with a succinct compelling case for support to win new funders (public sector or third sector).
- Generate new leads for the fundraising team.

Account Management

- Manage a portfolio of partners, monitoring funding opportunities, developing support through project funding and effective bid writing.
- Build strong, long-lasting mutually beneficial relationships which further the Trust's purpose.
- Handle funding communications, submit robust applications and write informative funder reports.
- Prepare presentations, bids and proposals relevant to the funder that highlight both the strategic aims of the Trust alongside the requirements of the funder.
- Develop new opportunities with existing funders and/or identify areas for improvement.
- Work with the internal team to ensure delivery of projects with detailed reporting for each project.
- Be the expert on the client's requirements throughout the process.
- Ensure management of key accounts in line with SLAs.
- Reviewing contracts and working with the Senior Leadership Team or external legal counsel for sign off.
- Write regular progress reports and end of project evaluations, pulling out key insights.

- Responsible for all administration of own accounts, maintaining action logs, financial records, CRM etc.

Safeguarding responsibilities

- Take responsibility for promoting and safeguarding the welfare of children and young people. This includes working in environments where children and young people may be present.
- Be aware of and ensure strict compliance with the Trust's Safeguarding policies and procedures and Code of Conduct.
- Report any safeguarding concerns, no matter how small.
- Undertake all safeguarding training as directed.

Data security responsibilities

- Be aware of your responsibilities under the Data Protection regulations and ensure strict compliance with the Trust's Data Protection policies and procedures.
- Minimise the risk of data security breaches by ensuring all Trust confidential data is handled and processed securely.
- Report all data breaches immediately so that swift containment action is taken.
- Undertake all data protection training as directed.

Health and Safety Responsibilities

- Be aware of and ensure strict compliance with the Trust's Health and Safety policies and procedures.
- Take reasonable care of own and others personal health and safety when carrying out the Trust's activities.
- Report any potential health and safety risks or hazards to line managers.
- Undertake all health and safety training as directed.

Other activities

- Support with other projects and tasks as requested by your line manager or Senior Leadership Team

Person Specification

Essential

- Experienced fundraising manager, with responsibility for bid writing, development of income streams and account management.
- Self-starter - used to delivering against deadlines and KPIs.
- Ability to monitor, evaluate and continuously improve relationships with funders working.
- Team player used to building opportunities and bids across functions of a business.
- All round fundraiser, able to pick up different elements as required, with a can-do attitude – able to manage agencies and junior colleagues.
- Hands general fundraising experience, including good knowledge of GDPR requirements and working with a CRM (ideally MS Dynamics).
- Confident and compelling communicator
 - Writing bids, pitches and proposals
 - Developing and delivering presentations
 - Talking to clients and colleagues
- Numerate, experienced with data analysis and financial management
- Willing to live The Smallpeice Trust Values and Behaviours:
 - **Boldness:** *We are bold in our ambition*
 - **Excellence:** *We demand more of ourselves than our stakeholders do*
 - **Safety:** *Safeguarding Young People is our number one priority*
 - **Togetherness:** *Together we can achieve more*
- Full driving license and able to travel, including overnight stays and out of hours working when necessary

Desirable

- Sector expertise in the STEM sector, engineering or computer science

- Working in a charity in a fundraising role
- Experience with contracts

About us:

The Smallpeice Trust is an energetic and independent educational charity that exists to address the shortage of engineers in the UK by engaging and inspiring young people aged 9 – 18 to choose pathways that can lead to a career in engineering. Our vision is to inspire increasing numbers of young people to acquire Life, Leadership and Engineering skills, in order to increase the number of engineers in the UK, in order to enable society.

The Trust has a specific focus on widening the engineering talent pipeline through the engagement and inspiration of student groups currently underrepresented in engineering e.g., females and less advantaged students.

Endowed in 1966 by Dr Cosby Smallpeice, a self-taught engineer, The Smallpeice Trust has a reputation for delivering professionally executed engineering programmes for young people, including Arkwright Engineering Scholarships, residential courses, one-day STEM events, and engineering projects. Our programmes are made possible through support (both financial and non-financial) from private, public and third sector partners. The Trust is undergoing a digital transformation, with extensive programme development underway in order to ensure the Trust can achieve its vision in new and innovative ways.

“Scientists study the world as it is, engineers create the world that has never been “

- Theodore von Karman

For more information visit <http://www.smallpeicetrust.org.uk>

Safer recruitment checks

We are committed to safeguarding and promoting the welfare of all children and young people. You will be asked to undertake the following before we can confirm you in your role:

- Supplying an up-to-date CV
- Undertaking an interview
- Supplying two referees
- Completing a criminal records self-disclosure form
- UK based nationals must complete a barring and vetting check (this cost is covered by the Smallpeice Trust); for this role this will be a Basic DBS.

The above information will be shared with Human Resources and the relevant line manager/recruiting staff. It may also be shared with the Designated Safeguarding Lead.