**JOB DESCRIPTION**

Position: Fundraising and Development Manager

Organisation: The Pankhurst Trust (Incorporating Manchester Women’s Aid) (PTMWA)

Location: The Pankhurst Centre, 60-62 Nelson Street, Manchester, England

Job Type: Part-time - 4 days (28 hours) per week - permanent contract (subject to funding)

Salary: £25,000 per annum pro-rata

**OVERVIEW**

The Pankhurst Trust (Incorporating Manchester Women’s Aid) (PTMWA) has exciting plans for future growth and development and is looking for a dynamic Fundraising and Development Manager to help realise our ambitions.

The Pankhurst Centre was the birthplace of the Suffragette movement and currently houses a small museum and heritage centre as well as providing a women’s centre, running events, exhibitions and activities. It is also the operational headquarters for Manchester Women’s Aid, the City’s largest specialist provider of domestic abuse services.

Reporting to the PTMWA’s Chief Executive, you will be responsible for corporate and individual donor development and management, and you will support the development and delivery of the organisation’s overall fundraising strategy.

**MAIN DUTIES AND RESPONSIBILITIES**

**Donor Cultivation and Stewardship**

1. Identify, cultivate and steward relationships with individual and corporate donors.

2. Meet ambitious fundraising targets.

3. Produce and manage all print, publicity and mailings related to fundraising for The Pankhurst Centre and Manchester Women’s Aid.

4. Manage and grow our ‘Friends’ membership and develop an appropriate ‘supporter care’ programme.

5. Create high quality funding proposals and support the writing of tailored applications to trusts and other funding bodies.

6. Undertake regular prospect research to identify new potential donors.

7. Develop fundraising guidance and offer appropriate support to individuals or groups who wish to organise and run fundraising events on behalf of PTMWA, enabling them to maximise their donations.

**Communication and Events**

7. Project manage a varied and high quality events programme for donors and ensure their smooth running.

8. Manage the fundraising communications plan, producing high quality targeted copy for regular Friends newsletters, social media campaigns, and other communication activities, in liaison with a PR consultant.

**Administration**

9. Implement and manage the use of our CRM database of donors and other stakeholders.

10. Monitor fundraising income against the targets set, including forecasting and analysis, and produce regular progress reports.

11. Submit timely and accurate reports to the Senior Management Team, the PTMWA Board, and to donors as required, to meet all monitoring and evaluation requirements.

12. Ensure gifts and donations are appropriately acknowledged and deal with correspondence and enquiries in a timely manner.

**Other**

13. Ensure compliance with data protection legislation and regulations, as well as the Fundraising Code of Practice.

14. Manage the work of fundraising and development volunteers, working collaboratively with the volunteer coordinator.

15. Represent PTMWA at external meetings, conferences and events as required, using every opportunity to share our mission, values, strategic aims and impact.

16. Follow strict PTMWA confidentiality procedures for all service users and their families, ensuring these are observed by all employees and volunteers.

17. Follow the PTMWA safeguarding policy and report any concerns in accordance with the safeguarding procedures.

18. Actively participate in supervision and appraisal sessions, identifying your own learning and development needs and participating in learning activities relevant to PTMWA’s commitment to providing high quality services.

19. Work at all times with due regard to the policies and procedures of PTMWA, including financial regulations, and help review and amend them where required.

20. Carry out other tasks as reasonably required by the Chief Executive.

**Role Competencies**

**Essential**

1. Proven experience of raising substantial donations from individual and corporate givers

2. Excellent IT skills, and experience using a range of IT applications, including MS Word, Excel, Outlook and PowerPoint

3. Exceptional communication skills – articulate and persuasive across a range of audiences

4. Excellent writing skills, with experience of writing copy, proof-reading and report-writing

5. Strong research skills, with the ability to use, manipulate and analyse data

6. Numerate and financially literate, with the ability to produce and understand budgets

7. Excellent relationship management skills, with experience of building trusted relationships with individuals as well as collaborative partnerships and networks

8. Exceptional organisational and time management skills, able to meet deadlines and work under pressure

9. Project management and planning skills

10. Ability to engage, motivate and inspire others, including volunteers

11. A cooperative and enthusiastic team player

12. Ability to use a range of social media channels to promote the work of the organisation

13. Commitment to equal opportunities and anti-discriminatory practice

14. Commitment to the aims and ethos of PTMWA and a passion for women’s equality

**Desirable**

1. Understanding of the importance of compliance with data protection legislation and General Data Protection Regulations (GDPR) in the charity sector

2. Experience within the heritage, arts, or domestic abuse sectors

3. A relevant fundraising qualification

4. Knowledge of the funding environment in the voluntary sector

**OTHER REQUIREMENTS**

* Willingness to undertake training, and a commitment to continuous personal development
* Willingness to work flexibly and able to travel to different sites and venues
* Post is open to women only under the Equality Act 2010, schedule 9, part 1
* Post is subject to a DBS check.