**JOB DESCRIPTION**

Position: Fundraising and Development Manager (Maternity Cover)

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

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

Job Type: Part-time - 3 days (21 hours) per week – 1 year

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. We are looking for a dynamic Fundraising and Development Manager (Maternity Cover) 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 grant and trust applications, corporate and individual donor development and management, and supporting 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. Create high quality funding proposals in line with the strategic aims of The Pankhurst Centre and Manchester Women’s Aid and work closely with the Curator / Heritage Manager and MWA Staff to write / support the writing of tailored applications to trusts and other funding bodies

3. Agree & meet ambitious fundraising targets across Grants & Trusts, Individual Giving, Corporate Giving, and Friends membership.

4. Manage all print, publicity and mailings related to fundraising for The Pankhurst Centre and Manchester Women’s Aid.

5. Manage and grow our Pankhurst Centre ‘Friends’ membership programme, using social media and other campaign methods to attract new members, and managing the programme via our CRM system.

6. 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. 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 and Strategic**

8. Work closely with the Pankhurst Centre Curator / Heritage Manager in respect of strategic plans for the future of The Pankhurst Centre, and maintaining relationships with important individuals and grant-making bodies.

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

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

17. 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.

18. 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, and CRM Systems

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.