



## JOB PROFILE

<b>POST:</b>	Fundraising and Development Manager
<b>SALARY:</b>	£30,095 - £31,895 per annum pro-rata
<b>HOURS:</b>	35 hours per week
<b>LINE MANAGER</b>	CEO
<b>RESPONSIBLE FOR:</b>	Fundraising and Development Team
<b>DURATION:</b>	Permanent

### JOB PURPOSE:

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, trusts and grants and individual donor development and management, and you will support the development and delivery of the organisation's overall fundraising and development strategy.

### MAIN DUTIES AND RESPONSIBILITIES:

#### Management

1. You will have overall responsibility for managing all aspects of PTMWA Fundraising and Development operations, projects and events, including risk management and managing the small team of staff and volunteers, maintaining and managing the budget, developing and implementing policy and procedures and reporting in line with Trust procedures
2. You will increase awareness of the Trust, improve data collation, analysis and reporting to enable growth in our services and promote engagement with the Trust through a robust social media and communications strategy



3. You will work collaboratively with colleagues across the Trust to develop and write funding bids and identify other fundraising opportunities to improve the PTMWA offer
4. You will act as a representative and advocate for the Trust within the organisation, as well as locally, nationally and internationally

### **Donor Trusts and Grants Cultivation and Stewardship**

5. Identify, cultivate and steward relationships with individual and corporate donors, trusts and grants.
6. Meet ambitious fundraising targets.
7. Produce and manage all print, publicity and mailings related to fundraising for The Pankhurst Centre and Manchester Women's Aid.
8. Manage and grow our 'Friends' membership and develop an appropriate 'supporter care' programme.
9. Create high quality funding proposals and support the writing of tailored applications to trusts and other funding bodies.
10. Undertake regular prospect research to identify new potential donors and funders.
11. 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**

12. Project manage a varied and high-quality events programme for donors and funders ensuring their smooth running.
13. Manage the fundraising and development 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**

14. Implement and manage the use of our CRM database of donors and other stakeholders and develop, implement and manage the Trusts social value offer
15. Monitor fundraising income against the targets set, including forecasting and analysis, and produce regular progress reports.
16. 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.
17. Ensure gifts and donations are appropriately acknowledged and deal with correspondence and enquiries in a timely manner.



## Other

18. Ensure compliance with data protection legislation and regulations, as well as the Fundraising Code of Practice.
19. Manage the work of fundraising and development team of staff and volunteers, working collaboratively with the volunteer coordinator.
20. Represent PTMWA at external meetings, conferences and events as required, using every opportunity to share our mission, values, strategic aims and impact.
21. Participate in events and activities outside of standard office hours, in addition to the requirements to act as Duty Manager when the Pankhurst Centre is open to the public.
22. Follow strict PTMWA confidentiality procedures for all service users and their families, ensuring these are observed by all employees and volunteers.
23. Follow the PTMWA safeguarding policy and report any concerns in accordance with the safeguarding procedures.
24. 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.
25. 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.
26. Carry out other tasks as reasonably required by the Chief Executive.

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSED
<b>KNOWLEDGE</b>		
Proven experience of raising substantial donations from individual and corporate trust and grant givers	<b>E</b>	Application Form/ Interview
Exceptional advocacy, negotiation, influencing and communication skills – articulate and persuasive across a range of audiences	<b>E</b>	Application Form/ Interview
Understanding of the importance of compliance with data protection legislation and General Data Protection Regulations (GDPR) in the charity sector	<b>E</b>	Application Form
<b>EXPERIENCE</b>		
Knowledge of the funding environment in the voluntary sector	<b>D</b>	Application form
Experience of financial systems and processes, and of managing budgets	<b>D</b>	Application form
Experience of using social media for communication and marketing	<b>D</b>	Application form/ Interview
Experience within the heritage, arts, or domestic abuse sectors	<b>D</b>	Application form/ Interview
<b>SKILLS AND ABILITIES</b>		
Ability to develop and write effective fundraising bids	<b>E</b>	Application Form/ Interview
Ability to work effectively with others to shared goals	<b>E</b>	Application Form
Ability to effectively plan and organise own workload and coordinate resources to meet deadlines	<b>E</b>	Application Form/ Interview
Excellent relationship management skills, with experience of building trusted relationships with individuals as well as collaborative partnerships and networks	<b>E</b>	Application Form
Strong research skills, with the ability to use, manipulate and analyse data	<b>E</b>	Application Form/ Interview
Project management and planning skills	<b>D</b>	Application form/ Interview
Ability to prepare and present reports in a professional, concise, and meaningful manner.	<b>D</b>	Application Form
Excellent IT skills including digital media, website management, online platforms	<b>D</b>	Application Form



<b>OTHER</b>		
Commitment to equal opportunities and anti-discriminatory practice.	<b>E</b>	Application Form
Willingness to undertake training and a commitment to continuous personal development.	<b>E</b>	Application Form
Willingness to work flexibly and travel as required	<b>E</b>	Application Form

<b>POST HOLDER SIGNATURE:</b>		<b>DATE:</b>	
<b>LINE MANAGER SIGNATURE:</b>		<b>DATE:</b>	