**Job Description**

Job Title: Senior Fundraising Manager

Reporting to: Chief Executive

Salary: £28,000 - £32,000 per annum pro rata, dependant on experience

Hours of Work: 22.5 – 37.5 hours (or 3-5 days) a week. Flexible Times.

Place of Work: Home Based

Contract: Permanent

The successful candidate will be expected to take a leading role whilst working as part of the Fundraising Team to:

* Develop a fundraising strategy for the charity to fulfil the growing income needs as service delivery grows
* Work with the Fundraising Manager to meet the financial targets set and make adjustments through the year as necessary
* Develop and deliver a stewardship strategy to build relationships with current supporters and encourage future support
* Develop and deliver a strategy to engage with and generate maximum income from foundations, trusts and grant giving bodies
* Proactively work in the community to develop relationships and secure income from a variety of sources
* Increase donations from individuals, particularly monthly donations
* Engage with SNAPS families to encourage fundraising within their social and professional circles
* Recruit, support and motivate fundraising volunteers
* Develop a small programme of SNAPS fundraising events
* Keep accurate records of projects, amounts raised and donors in line with Data Protection
* Develop innovative ways to engage with new supporters
* Work with and support donors and fundraisers to ensure their experience of SNAPS is a positive one
* Work sensitively with SNAPS families to engage, but not wear out, their good will
* Raise awareness of the charity and to highlight its valuable work
* Attend SNAPS Saturday sessions when necessary
* Develop good working relationships with the SNAPS staff and volunteer team
* Support additional activities as and when required
* Adhere to SNAPS operational and employment policies and procedures
* Report to the Board of Trustees on Fundraising development and plans