

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