

## Person Specification

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

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We are looking for an experienced fundraiser with passion and creativity who can drive SNAPS' Fundraising team forward and help grow the charity's income to support our ambitious service delivery plans. The successful candidate will have excellent communication skills, both written and verbal, be flexible to respond to opportunities that arise and SNAPS's changing needs and a go-getter who can grow the charity's income. The person will be able to work effectively within SNAPS' small but enthusiastic staff team, take a leading role within the fundraising team whilst working collaboratively with their fundraising colleagues and enjoy working individually to meet financial targets. This post holder will be key in developing SNAPS' fundraising and stewardship strategies whilst also working with the current Fundraising Manager to meet the organisation's financial targets. This is a fantastic opportunity for the right person to make their mark on a local charity and help drive SNAPS to the next level.

### Essential Skills or Experience

- Several years' of fundraising experience, generating substantial amounts of income for third sector organisations
- A proven track record of working to and exceeding financial targets
- Experience of utilising a variety of fundraising methods
- Experience of securing medium to large grants, trust and foundation funding
- Experience of working with corporate partners to generate charity funds
- Experience of recruiting and managing volunteers
- Proactive and self-motivating
- Excellent communication skills both written and verbal
- Ability to tell the SNAPS' story in an engaging manner
- Experience of taking a project from idea to completion
- Ability to represent SNAPS in a variety of situations in a professional manner
- Excellent organisation skills
- Excellent IT Skills
- Ability to work to tight deadlines
- Ability to work on a variety of tasks at any one time
- Ability to develop your own work plan and manage your time effectively
- A commitment to the work of SNAPS



### Desirable

- Team management experience
- Experience of developing a fundraising strategy
- Experience of growing a charity's income
- Experience of working within a growing organisation and supporting that growth
- Previously held senior fundraising role(s)
- Experience of working with a Board of Trustees
- Experience of working with children with additional needs and their families

This role will involve travel across Leeds (with some across West Yorkshire) and therefore the successful candidate will need access to their own transport. The hours are flexible, but a small amount of weekend and evening work will be required.

