



## **Fundraising Manager – Trusts, Grants and Statutory Funding**

**Full Time 37.5 hrs/wk**

<b>Location Base:</b>	The Haven, Blantyre
<b>Hours:</b>	37.5 hrs per week – Mon-Frid
<b>Salary:</b>	Annual Salary £26,565 - £35,577 (depending on experience)
<b>Term:</b>	Initial Two Year Temporary Contract*
<b>Accountable to:</b>	Chief Executive

*\*(The term of contract may be extended and would be subject to successful continuation funding and performance review.)*

### **The Haven:**

The Haven is an award winning charity which aims to improve the quality of life of people affected by cancer and a range of life limiting conditions. Information and support is provided, to clients and their families, by a multidisciplinary team of nurses, therapists and volunteers. Our aim is to support our clients to understand all aspects of their illness, treatment and care; to improve their emotional wellbeing and ability to manage stress and to sustain carers in their caring role. The Haven has been recognised nationally through attainment of the King's Fund/GSK IMPACT Award and the Queen's Award for Voluntary Service.

The Haven now provides community based supportive and palliative care services across communities in both North and South Lanarkshire, via three Haven centres in Blantyre, Wishaw and Forth. The Fundraising Manager (Trusts and Grants) will play a key role in the organisation, enabling strategic development of Haven services within a framework of financial sustainability.

### **Role Specification:**

The ideal candidate will be: experienced in fundraising from trusts, grants and statutory partners; able to create compelling and inspiring proposals; target driven and work to deadlines; have energy, initiative and creativity and an ability to develop and maintain excellent relationships with funders.

The post holder will be accountable to the Chief Executive Officer and will work closely with the CEO to develop and implement the trust and grant fundraising strategy. The post holder will be based in The Haven centre in Blantyre, but will be required to work collaboratively with members of the wider disciplinary teams within all 3 Haven centres to meet the demands of the role. Line management support will be provided by the Service Manager in Blantyre. The key aspect of the role is to ensure financial sustainability of all Haven services by:

- Developing, implementing and managing an ambitious fundraising strategy for trusts, grants and statutory funding which achieves income generation targets to sustain existing client services, develop new projects and cover core organisational costs.
- Providing comprehensive project management support for The Haven client services teams to ensure effective delivery of grant funded work and achievement of all project outcomes, which meet the needs of Haven clients, within agreed timeframes.

There is tremendous scope for a self-motivated individual to develop this role and to be part of a dedicated team which is committed to ensuring that all families affected by life limiting illness who turn to The Haven, continue to receive much needed emotional support.

**Key Duties and Responsibilities:**

- Develop, implement and manage an ambitious fundraising strategy for trusts, grants and statutory funding which achieves income generation targets to sustain existing client services, develop new projects and cover core organisational costs.
- Maintain and develop relationships with current trust and statutory funders, writing reports to meet grant requirements and submitting further applications for funding.
- Research and identify potential sources of new funding from trusts and foundations which have not previously supported The Haven.
- Identify areas where trusts, foundations and statutory partners could be pro-actively approached for funding to support Haven service developments.
- Ensure relationships are developed by the Chief Executive/Board of Directors with current and potential trust and grant foundation Trustees where required.
- Research, develop and write engaging and inspiring proposals which accurately reflect the work of The Haven, clearly demonstrate a case for support aligned to funders' criteria and articulate the positive outcomes and impact of the funder's support.
- Develop financial budgets applicable to each proposal, within parameters set by the CEO.
- Develop a calendar of applications and submit proposals within time scales which match the financial requirements of The Haven.
- Provide comprehensive project management support for The Haven client services teams to ensure effective delivery of grant funded work and achievement of all project outcomes, which meet the needs of Haven clients, within agreed timeframes.
- Develop and implement project management systems and processes to ensure that all grant funded projects are developed and delivered in line with funders' terms and conditions.
- Work collaboratively with The Haven multidisciplinary team to develop monitoring and evaluation processes and collectively gather information and prepare reports to funders.
- Work collaboratively with The Haven multidisciplinary team to identify, via evaluation and engagement with clients, potential unmet and/or emerging client needs to inform development of funding proposals.
- Work collaboratively with appropriate team members to generate publicity relating to trust and grant funding, contributing copy for the web, social media, promotional brochures and press releases as required.
- Ensure that any relevant statistical and financial records and databases pertaining to trust and grant funding are accurately maintained and ensure all activities are carried out in compliance with relevant legislation (eg GDPR, Fundraising Code of Practice).
- Identify and submit applications for awards which will raise the profile of The Haven.

*The Haven, Blantyre Health Centre, Victoria St, Blantyre, G72 0BS*

*Tel: 01698 727884/5 [www.thehavencentre.com](http://www.thehavencentre.com)*

- Represent The Haven at external events to network with potential funders and supporters
- Monitor personal performance in securing grant funding against objectives and income targets, taking corrective action in a timely manner when necessary
- Produce reports and briefing papers as required for the CEO and Board of Directors
- Complete an annual Objectives and Personal Development Plan and annual review
- Ensure that The Haven is seen in a positive and professional light at all times

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>		
Educated to Degree level or equivalent experience	Y	
Evidence of Continuous personal and professional development	Y	
Membership of relevant Professional Body (e.g. Institute of Fundraising)		Y
<b>Experience</b>		
At least 2 years' experience in trust and grant fundraising	Y	
Experience in research and analysis of statistical and demographic information	Y	
Experience in project management	Y	
Experience in implementing evaluation processes to demonstrate impact	Y	
Experience of the voluntary healthcare sector	Y	
<b>Skills, Ability, Knowledge</b>		
Understanding of the needs of Haven Clients and knowledge of current health and social care policies and priorities and the voluntary healthcare environment	Y	
Demonstrable knowledge of UK trusts and grant foundations	Y	
Proven track record of successful applications for substantial funding from trusts, grants and/or statutory funders	Y	
Excellent organisational, research and planning skills	Y	
Excellent communication and presentation skills (written and oral) with the ability to produce creative and concise funding bids and reports	Y	
Ability to work quickly and within agreed time frames and deadlines	Y	
Ability to plan and manage own diverse workload with minimal supervision	Y	
Excellent IT skills and competent in use of Microsoft Office Packages	Y	
Understanding of and ability to develop project budgets	Y	
Current driving license and car driver/owner		Y
<b>Personal Qualities</b>		
An understanding of and alignment of the organisations aims and values	Y	
Organised and a good time manager	Y	
Enjoys working as part of a team, flexible in approach	Y	
Able to build effective working relationships with a range of stakeholders – staff, volunteers, funders, healthcare partners	Y	
A high degree of personal motivation and goal/target and outcomes focussed	Y	
Commitment to excellence and continuous improvement	Y	
Creative in approach to fundraising and problem solving	Y	

**Location:** The post will be based at The Haven centre in Blantyre but the post holder will be required to work within all 3 Haven centres to meet the needs of the role. Car driver/own car desirable.

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**Hours:** Working hours are 37.5 per week – flexibility in hours worked may be required to meet the needs of the role. Overtime is not payable.

**Line Manager:** The post-holder will report directly to The Service Manager (Blantyre) and will be expected to work collaboratively and effectively with all Haven personnel.

**General:** In the interests of both personal safety and that of others the post holder is expected to follow The Haven Health & Safety policy and procedures. The Haven operates a no smoking policy to which the post holder will be expected to adhere when on The Haven business.

**Applications in the form of a skills based CV and supporting letter to:**

HR Department - Mark this for the attention of (June Sutherland – Service Manager)

The Haven, Blantyre Health Centre, Victoria Street, Blantyre, G72 0BS

Or by E:mail to: [recruitment@thehavencentre.com](mailto:recruitment@thehavencentre.com)

**Closing date: 12 noon on Monday 16<sup>th</sup> July 2018**

***Shortlisted candidates will be invited to attend an initial interview on either Mon 23<sup>rd</sup> July or Tuesday 24<sup>th</sup> July 2018.***