

ROLE PROFILE

Job title	Fundraising Development Manager	Salary:	Up to £40,000
Reporting to:	Chief Executive	Holidays:	33 days including bank holidays
Location:	Future Youth Zone, Barking and Dagenham	Hours:	40 hours – (flexibility required, including evenings and weekends)
Key Relationships:	Youth Zone Board Chairman and Trustees, Patrons and Supporters, Fundraising and Communications team, OnSide team		

MAIN PURPOSE

- A truly exciting and developmental post to initially work alongside a highly experienced Major Donor Fundraiser to successfully cultivate and steward partnerships with a value of circa £1.3m a year – which funds the Youth Zone’s annual operating costs including core activities and programmes.
- To grow and manage relationships with existing donors and develop strategies to strengthen and expand future fundraising income from a variety of sources, becoming the Youth Zone’s lead Fundraising Development Manager

CONTEXT OF THE POST

Youth Zones are amazing places: accessible, vibrant, welcoming, fun and caring are just some of the words used by young people. Future’s state-of-the-art £6.15 million building opening on Parsloes Park in Spring 2019 will be no different. Centrally located, it is dedicated to young people and to making a bold statement about the importance of giving young people high quality places to go in their leisure time. Future has big ambitions to be a flagship for quality youth provision and joins the growing OnSide network. Open 7 days a week, at weekends and during school holidays, the Youth Zone’s purpose is to help young people grow to be happy, healthy and successful adults. Youth Zones provide young people with access to a range of activities, all offering the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities will include a 3G pitch, a gym, sports hall and recreation area, dance, arts, music and media suites, and facilities equipped for a wide range of sporting, artistic, cultural and general recreational activities and targeted services. To access a Youth Zone young people aged 8 – 19 (or 25 with additional needs), simply pay 50p per visit and £5 per year membership

Duties and Responsibilities - General

- Be a role model for young people and present a positive “can do” attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work within the performance framework of Future Youth Zone and OnSide
- Represent Future Youth Zone positively and effectively in all dealings with internal colleagues, and external partners

- Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible
- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using policies, procedures and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote the Youth Zone and positively contribute towards increasing Youth Zone membership

Duties and Responsibilities – Detailed

- Support the management and stewardship of existing donors and corporate partners, with a view of developing new, sustainable partnerships.
- Create a strategic donor development plan for individual donors and corporate partners to maximise retention and increase level of support
- Work closely with the OnSide Major Donor Fundraiser to secure the major donor income, in addition to exploring wider income generation opportunities
- Produce high quality written proposals and make verbal presentations/face to face asks to a range of audiences.
- Work closely with the Board, the Chief Executive and existing supporters to identify other and prospects within their networks and further potential revenue streams
- Manage the production of fundraising, communications and promotional materials for private sector partners, events and community fundraising.
- Develop and manage a programme of fundraising and awareness raising events, including supporting and promoting Youth Zone sessions and events.
- Prepare and submit external funding bids to support the activities of the Youth Zone
- At the end of Year One, to lead and co-ordinate the development and implementation of the Youth Zone's fundraising strategy in collaboration with the Chief Executive.
- Generate written and financial reports for management and the Board as required.
- Ensure adherence to relevant charity legislation and the Institute of Fundraising's Codes of Fundraising Practice.
- Carry out other reasonable duties as requested by the Chief Executive
- Attendance at events and conferences will sometimes be required.

The Fundraising Development Manager post is part of and supported by a regional fundraising network led by the OnSide Development Team, who are based in London and Bolton. You will benefit from access to bespoke training and mentoring.

PERSON SPECIFICATION

Good candidates for this role will be ambitious high achievers, with the following skills, knowledge, experience and personality.

Skills

- Strategic approach to fundraising and marketing activity development
- Outstanding influencing and client facing skills with an ability to communicate with the most senior managers and decision makers
- Proven proposal writing, pitching, presenting and negotiation skills, combined with the ability to build and maintain relationships with prospective donors and partners

- Strong interpersonal and networking skills
- Ability to make face to face approaches for funding
- Ability to convey the Youth Zone's work with confidence and credibility
- Strong organisational skills, with structured and methodical approach to work and a clear focus on results
- Ability to work to multiple deadlines
- Able to think conceptually and creatively to develop profitable fundraising products and proposals for supporters
- Effective people management and coaching skills
- IT literate and confident user of databases

Knowledge and experience

- Understanding and experience of the principles and practice of corporate and/or major donor fundraising and stewardship
- Impressive track record in securing significant funds and meeting challenging financial targets, including both new business and account management.
- Significant experience in senior relationship management
- Understanding of issues affecting young people and disadvantaged communities
- A professional fundraising qualification is desirable

Behavioural qualities

- Ambitious
- Strategic and creative
- Results-driven
- Ability to build positive personal and organisational relationships
- A team player
- Able to negotiate and balance competing priorities with consideration to ethical implications
- Commitment to the Youth Zone's mission
- A willingness to work unsociable hours when required and to travel to events both in the region and beyond

GENERAL

The role is full-time, based at Future Youth Zone (when the building is complete). Before that you will be located at temporary premises at Coventry University London, Rainham Road North, Dagenham, RM10 7BN,

Future is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. This post is subject to a standard DBS check.

The strength of the OnSide Network of Youth Zone is the diversity of its people, we place huge value on different people doing things in different ways and we welcome applications from what might be considered none traditional backgrounds. The one thing we all have in common is our desire to raise the aspirations of young people across the country.

ON SIDE YOUTH ZONES NETWORK VALUES



YOUNG PEOPLE FIRST

Young people are at the heart of everything we do, inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

EXCELLENCE

We encourage ourselves and each other to be best we can be through continuous learning and improvement, and a focus on finding solutions.



RESPECT

We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.



AMBITIOUS

We are passionate and driven in taking on new challenges, embracing new ideas, and exceeding our ambitions for young people, the Youth Zones and our local communities.

COLLABORATIVE

We will create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

