

## Job Description

**Post Title:** Fundraising manager

**Reporting to:** Headteacher, School Business Manager (SBM)

**Salary:** Scale 6

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### Job Purpose

To establish, maintain and deliver an external funding strategy for the School achieved with and through the Friends of Fort Royal charity.

Understanding the collective priorities and objectives of the School the post holder will:

- Research, plan and apply for grants and other external funding opportunities.
- Cultivate relationships with a variety of organisations including trusts, grant awarding bodies and others, to further the external funding strategy.
- Ensure all associated administrative and financial requirements are met for any successful bids.
- In the medium term seek to recover the costs of the post from successful bids.
- Be part of the school community engaging and understanding the needs of the pupils and staff.

### Principal Contacts

Pupils, Parents/Carers, Headteacher , Senior Leadership team (SLT) and other school staff , Governors, Local authority, contractors, local community.

### Responsibilities

- Work with the School staff to understand their collective needs and where external funding may be available to further those.
- Support and assist parents in maintaining and developing the Friends of Fort Royal (FoFR) and retaining its charitable status.
- Identify funding opportunities from a variety of sources, maintaining a database of potential sources and where most applicable.
- Undertake work alongside the school's strategic partners to consider wider opportunities and/or joint bid opportunities.
- Prepare, promote (through various means) and present marketing materials to parents/carers, press and outside agencies to gain funding and raise the school's profile in the community.
- Pull together projects for external funding.
- Maintain accurate and up-to-date records of fundraising activities and ensure adherence to the Charity Commission guidelines.
- Submit external funding bids to organisations as required, ensuring they meet the required criteria.
- Work alongside the Finance Team to produce accurate costings as part of any bid submission.

- Work alongside the Finance Team to ensure any income and expenditure is correctly accounted for within the relevant budgets.
- Work alongside colleagues to undertake any procurement associated with the project in line with the Financial Regulations.
- Work to ensure costs are accounted for in line with the funding requirements.
- Undertake project and financial monitoring as per the funding requirements, completing any associated project and/or financial returns and grant claims.
- To be responsible for the effective and accurate collection of claim and expenditure evidence relating to any external funding, checking the validity and accuracy of information, and maintaining a full audit trail.
- Project a positive image of the school at all times and through all activity
- Any other duties commensurate with the grade as appropriate.
- To be a signatory on the FoFR bank account.
- Attend a number of meetings of the FoFR each year.

## Other Duties

- To undertake such duties, training and/ or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job
- Participate in relevant and appropriate training and development as required.

## Work Context

When undertaking this role flexibility in hours outside of the school day and week maybe required to attend events in line with the role.

The post can be considered as a combination of working at home and in school.

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## Fundraising Manager: Person Specification

Section	Information	Essential / Desirable	How Identified
<b>Education and Training</b>			
Formal qualifications and relevant training	NVQ Level 4 or equivalent and / or equivalent work experience.	<b>E</b>	Application Form Interview Task Documentary Evidence References
	Six GCSE passes including English and Maths (Grade C or above) or equivalent level 2 qualification	<b>E</b>	
<b>Experience</b>			
Ability to undertake duties of the post	A minimum of three years' experience in an external funding capacity or similar	<b>D</b>	Application Form Interview Interview Task
	Experience in preparing bids and securing external funding	<b>E</b>	
	Experience in preparing project / financial returns	<b>E</b>	
	Experience in financial management including developing and monitoring budgets, financial reporting, procurement and associated financial administration	<b>E</b>	
<b>General and Specialist Knowledge</b>			
Includes abilities and intellect	Experience in collating, maintaining and managing information, including working with confidential, personal or commercially sensitive records.	<b>E</b>	Application Form Interview Interview Task
	Ability to explore stakeholder needs and adapt appropriate strategies and plans accordingly	<b>E</b>	
	A good level of computer literacy, including Microsoft Office software, and Excel	<b>E</b>	
	Full UK Driving Licence and own vehicle	<b>D</b>	
	Experience of the Education sector	<b>D</b>	
	Experience of work in the Voluntary or charity sector	<b>D</b>	
<b>Personal Qualities</b>			
	Excellent communication skills	<b>E</b>	Application Form Interview
	Excellent oral and written presentation and interpersonal skills, including the ability to liaise with a range of stakeholders.	<b>E</b>	

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	Demonstrate excellent attention to detail and accurate record keeping skills	E	
	Excellent administrative and organisational skills with a proven ability to juggle multiple tasks and to effectively assess and prioritise activities to ensure deadlines are met to an appropriate quality standard	E	
	Ability to work as a team member and use own initiative as well as being able to work with minimum supervision	E	
	Rigorous and methodical with the ability to manage own workload and meet deadlines.	E	
	Ability and comfortable to work in confidential matters	E	
	Structured and organised	E	
	Confident in providing training, advice, and support to colleagues	E	
Additional Requirements			
	Operate with the highest standards of personal/professional conduct and integrity	E	Interview
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	
	Willing to undertake training and continuous professional development in connection with the post.	E	
	Work in accordance with the School's values and behaviours.	E	
	Able to undertake travel in connection with the post.	E	
	Able to work flexibly to attend events outside of the school's hours	E	