

Task Description



Title: Funding Manager

Role purpose:

To develop and implement a range of income strategies for the England Touch Association (ETA) including the development of fundraising across:

- Trusts and Foundations
- Statutory partners
- Major donors, and corporate business partners

You will build on the successes to date and leverage the support available from Directors, Non Executives, colleagues and existing supporters to meet our ambitions.

Experience:

- A minimum of 2 years of writing and developing funding proposals and strategies required

Qualifications: Educated to Degree level or equivalent.

Hours required: Various – approx. 3-5hrs per week

Reports to: Development Director

Line Management: None at this stage, but with organisational growth this could change in order to take on an assistant. It is anticipated that the Funding Manager would work closely alongside Development Director, COO and Sponsorship Manager to fulfil their duties.

Locations: Working from home.

Contract type: 1 year (rolling) term for successful candidate.

Salary: Voluntary role, expenses paid if applicable.

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Key Duties & Responsibilities

Trusts and Foundations & Statutory

To plan and deliver a new strategy to generate at least £50,000 from Trusts and Foundations and statutory opportunities in the next 12 months; and generating increased amounts year on year to support the growth of the ETA's programmes.

- Work towards the development of applications to trusts and foundations and statutory opportunities across England for both restricted and unrestricted income.
- Deliver a coordinated approach to current trust and foundations and statutory opportunities including managing reporting at the appropriate time.
- Provide an ongoing assessment of regional, country or UK-wide trusts and foundations and statutory opportunities relevant to the England Touch Association.
- Engagement of relevant stakeholders to connect with relevant senior individuals at key trusts and foundations and statutory partners.

Corporate partnerships

- To plan and deliver a strategy to generate income from corporate partners (aiming for at least £50,000 over 12 months), to embed the ETA as a key partner to existing corporate supporters and to build relationships with a range of new potential corporate partners
- Research and build a clear knowledge of potential corporate partners and to develop and manage a pipeline of opportunities/new relationships for the ETA.
- Devise approaches to prospective supporters, and where appropriate to secure meetings and deliver high quality, innovative and engaging proposals/pitches, ensuring each is tailored as appropriate to fulfil their requirements and position the ETA as a strategic necessity.
- Proactively identify new opportunities and campaigns to convert prospects into supporters to meet income targets.

Major Donor fundraising

Alongside COO, Development Director and Sponsorship Manager to develop a strategy to increase income in this area, to coordinate the high-level support available to attract, secure and retain high net worth individuals and develop relationships with prospects.

- Identify, research and plan approaches to new and lapsed prospects.
- Leverage support from current donors and stakeholders to build relationships and opportunities for new donations and valuable gift in kind opportunities.
- Work with Directors, Non Execs and the COO to build donor journeys and coordinate communications that lead to strong asks and effective closing of gifts.
- Create stewardship plans and regular touch points for existing donors to ensure ongoing donations and support – including events, reports and email updates on organisational impact/progress.

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Person Specification:

Knowledge and Experience

Essential:

- A proven track record of securing funds from individuals, trusts and foundations, statutory and corporate partners.
- Experience of creating and managing donor journeys for individuals through meetings, events and regular communications.
- Experience of coordinating regular and appropriate involvement of Trustees and high-profile supporters to support key relationships and donor asks.
- Experience of researching income opportunities, identifying and presenting new prospect opportunities.

Desirable:

- Experience of remote working
- Being a self starter
- An interest in sports development and/or the game of Touch

Skills and Attributes

- Excellent verbal and written communication skills
- Strong interpersonal skills - confidence to galvanise support of Trustees, colleagues and supporters
- Proactive and confident in using own initiative
- Persistent work ethic
- Creative thinking and problem solving
- Good networking skills
- Ability to manage and prioritise own workload

How to apply

To apply please send a CV and covering letter, which clearly explains what your skills and experience will bring to this role, to England Touch Associations Development Director on Development@englandtouch.org.uk

Closing Date for Applications: midnight Sunday 18th November 2018. Phone interviews for short-listed candidates will follow.

For an informal chat please feel free to get in touch with Ian Boyd on 07814968210 or Development@englandtouch.org.uk