



Job Description: Fundraising Manager

Salary: £45,000 (pro rata)

Term: Permanent

Hours: 35 (full time – although 28 hours a possibility)

About AirS:

Action in rural Sussex (AirS) is a charity established in 1931. Our vision is for a thriving rural Sussex, full of choice and opportunities for everyone, regardless of their circumstances. Our range of skills and projects to achieve this are unique in Sussex, supporting development and sustainability of community assets such as community buildings, community led affordable housing and community development projects to improve health and wellbeing.

Please see the attached Prospectus for further information.

Purpose of the post:

To work in close partnership with the Chief Executive and Senior Leadership Team to help to steer Action in rural Sussex in achieving its Vision and Mission statements and Key Strategic Objectives.

To generate sufficient revenue to cover the overall cost of the post and contribute significantly to the financial stability of the organisation.

To seek funding for the AirS Lost Woods Programme, a multi-agency community development project which runs until November 2027.

To seek funding which contributes to the legacy of the Lost Wood Programme.

To support the development and resourcing of future projects which build on the learning and expertise gained during Lost Woods .

To contribute to the development and implementation of the Strategic Plan and Business Development Strategy.

To support the AirS Senior Leadership and Management Teams to develop new and enhance existing service areas including community development, community assets (housing, land and community buildings) and projects which support rural communities to address issues of climate, nature, health and wellbeing.

To act as an advocate for AirS promoting and communicating AirS delivery capabilities for new and existing funders.

To take the lead responsibility along with the SLT within the organisation on ensuring consistent messaging across all channels and in highlighting the positive impact of AirS work in rural communities.

To build the capacity of communities to develop viable enterprises and collaborative solutions to local needs, directly through the provision of tailored information, support and training.

Accountable to: Head of Finance and Operations

Staff responsibilities: None

Main tasks and responsibilities

To design, develop and drive a Business Development Strategy.

Maintain a strong pipeline of business opportunities, writing and submitting significant high quality bids on a regular basis.

Ensure that AIRS contract bidding, and grant application processes make the most effective use of strategic partnerships and co-design and co-production approaches.

Ensure we give confidence to our commissioners, funders, strategic partners and wider stakeholders around our performance whilst engaging staff in contributing to our ongoing development.

Increase AIRS's capacity to provide specialist support and services to community based organisations, local authorities, town & parish councils, housing providers and social enterprises across Sussex.

Improve AIRS's Community Infrastructure market position and reputation as a trusted provider of specialist community development and engagement services.

Improve AIRS's financial sustainability status by increasing the proportion of independent trading activity revenue within our portfolio of income generation activities.

Manage internal business development systems, information and digital functions to support the delivery of excellent quality funding bids and business development organisational track record.

Play a key role in promoting AirS and maintaining key relationships via the AirS Communications Plan, supporting this work via the website, newsletter, social media and events.

As a member of the Management Team, act as a role model for AIRS values and provide high quality and visible leadership to all staff.

The Funding Development Manager will:

1. Design and lead on an organisational Business Development Strategy and take responsibility for the updating and implementation of the Strategy and the maintenance of a robust Business Development Pipeline.
2. Develop and write bids and funding applications, such as grant applications and competitive tender responses to procurement exercises.
3. Keep abreast of opportunities for securing contract and grant income through horizon scanning and identify appropriate opportunities for development, identifying resource implications, income potential and likelihood of success.
4. As part of the Management Team, take collective responsibility for the operational activity of the organisation, which includes the delivery of quality, efficiency and productivity targets.
5. Work with the Chief Executive and Senior Leadership Team to develop and sustain appropriate strategic partnerships, community led collaborations and consortia with key partners from the community public,

private and social purpose sectors that lead to the development of business opportunities.

6. Use knowledge and understanding of the national and local policy and strategy external environment to inform business development, to influence potential commissioners and where appropriate to assist in the co-design of services.
7. Promote and advise on the development of the social enterprise model as an appropriate business model for the provision of sustainable local services and jobs, and for enabling community wealth building, social inclusion and cohesion.
8. Advocate for AirS and influence agendas in order to enable AirS to play a key role in the development of local asset based rural community development services and initiatives.
9. Guide AirS communication and marketing plan and strategies to raise profile and ensure we are celebrating the successes of our work and those we work with.
10. Assisting teams with frequent donor reporting and to the wider communities we serve through regular social media / newsletter updates, coupled with other promotional activities and in person events.
11. Evaluate all funding applications submitted, both successful and unsuccessful and ensure future practice is guided by lessons learned.
12. On the successful award of a contract or grant, oversee the procurement process and work with the Chief Executive, Head of Finance and Operations and operational staff to ensure a smooth handover into service delivery.
13. Other Duties: Attend the quarterly meetings of the Board of Trustees and present the Business Development Report and other reports as required. Attend Executive / Management Team meetings, staff or other meetings as required and undertake any other duties relevant to the job purpose as requested. Potential for line management duties.

General duties

- Provide an excellent service internally and externally.
- Provide reports, assessments, presentations, support training and workshops.
- Maintain confidentiality of information acquired in the course of undertaking duties.
- Be responsible for continuous learning, in particular to keep apprised of policy, legislative developments and best practice that are relevant to the post
- Undertake appropriate training - personal and professional development.

Health & Safety:

- To uphold AirS Health and Safety requirements, particularly by following agreed codes of practice and safe methods of working.
- To fulfil personal responsibilities with regard to AirS Health & Safety and Risk Policies.
- To comply with the Health & Safety policies and arrangements which are in place to ensure that staff and others are safe, and communication is effective.

Equality, Diversity, and Inclusion:

- To uphold AirS policies relating to Equality, Diversity, and Inclusion.

Statement of Flexibility:

- Attend and participate in AirS (and associated bodies) events and staff meetings.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time. The post holder will be expected to carry out other related duties and responsibilities as may reasonably be requested.
- Staff team-working and individual personal development are key to AirS success in delivering its business aims and objectives. All staff will therefore be expected to have a flexible attitude in responding to new priorities and opportunities as they arise.
- The post holder will be expected to continuously develop their skills and experience.

Hours per week: 35 hours a week (full time – part time considered)

Location - The post is based in Sussex with an office in Lewes. We operate hybrid home / office working. Regular but infrequent travel across the operational area to supplement online meetings. Use of own transport required.

Person Specification: Fundraising Manager

<p>Knowledge and Experience</p>	<p>Significant and relevant proven track record of securing grant funding, winning new contracts and developing new sources of income.</p> <p>Track record of successful bid development including large funding bids of £150,000 plus.</p> <p>Record of building successful partnerships for collaborative bidding and delivery.</p> <p>Experience of working at a senior management level within a similar organisation.</p> <p>Experience of project management – managing staff/budgets/ impact evaluation.</p>	<p>Knowledge of Theory of Change/ Logic Model impact evaluation systems</p> <p>Experience of reporting to executive teams or boards</p> <p>Experience of working within the voluntary/community sector</p> <p>Experience of strategic collaborative working with both public sector and voluntary & community sector communities/orgniastions across Sussex</p> <p>Experience of Community -Led research and programme development initiatives</p> <p>Knowledge of Rural & Community Led Housing Services</p> <p>Knowledge of Community Owned Assets and Community Wealth Building</p> <p>Knowledge of nature recovery and nature based solutions to climate change</p>
--	---	---

<p>Practical Skills</p>	<p>High level of written communication</p> <p>Experience of Dynamics or similar CRM systems</p> <p>Excellent time management</p> <p>Ability to build good relationships</p> <p>Excellent verbal communication and negotiation skills</p> <p>Proven leadership experience and ability to motivate others.</p> <p>Ability to present clearly to a variety of audiences – use of appropriate aids and technology.</p>	<p>Ability to use IT design software to develop visually appealing documents</p> <p>Facilitating/chairing meetings – scheduling meetings</p> <p>Marketing & Communication Skills</p> <p>Monitoring, Evaluation & Impact Assessment</p> <p>Practical delivery of training and of community involvement and consultation processes.</p> <p>Good local knowledge of Sussex including issues for communities living in rural Sussex.</p> <p>Developing and sustaining networks and partnerships.</p>
<p>Strategic thinking</p>	<p>Excellent analytical skills able to interpret information, assess resource implications, cost versus benefit and percentage likelihood.</p> <p>Knowledge and experience of national and local policy environment including an understanding of how local government, the health sector and other public agencies operate including their strategic objectives and current challenges.</p>	<p>Developing/implementing fundraising strategies.</p> <p>Developing/ implementing resource management strategies</p> <p>Strategic partnership development</p>
<p>Education and Training</p>	<p>Educated to degree level and/or holding a recognised business qualification</p> <p>IT literate to a high level in Microsoft Office software packages.</p>	<p>Formal Charity Fundraising qualification</p> <p>SFEDI social enterprise business advisor accreditation or ILM level 5 certificate of Social Enterprise Support accreditation or equivalent qualification and/or experience</p> <p>Formal Project Management qualification</p> <p>Formal ICT qualification</p>

<p>Specialist Knowledge</p>	<p>Detailed working knowledge of charity funding bodies at both national & local levels</p> <p>Experience and knowledge of commissioning and public sector procurement processes</p> <p>Knowledge of the voluntary and community sector within Sussex so that partnership opportunities can be secured and strengthened.</p> <p>Knowledge of Asset -based Community Development</p> <p>Knowledge of the challenges facing communities across Sussex and the opportunities this presents to build strong, resilient, sustainable communities.</p> <p>Knowledge and experience of Theory of Change and Social Value based Impact Evaluation Systems</p>	<p>Knowledge of Design Led Methodology</p> <p>Knowledge of local government neighbourhood & community engagement & planning processes</p> <p>Experience in data management and analysis</p> <p>Rural community development experience.</p> <p>Delivery of business advice (to small businesses and or social enterprises).</p> <p>Community Asset Development (e.g. supporting asset transfer) Working within the voluntary, community, social</p>
------------------------------------	---	--

<p>Personal Attributes</p>	<p>Ability to think creatively, to identify new areas of opportunity.</p> <p>Energetic and self- motivated, able to take the initiative and drive activity.</p> <p>A completer/finisher</p> <p>Highly organised and able to manage competing priorities.</p> <p>Meticulous – to ensure error free, high quality work.</p> <p>Excellent Team Worker able to work across different teams of Trustees / Executive and Staff Teams.</p> <p>Calm, flexible and able to work under pressure.</p> <p>Persuasive - able to gain the co-operation of others.</p> <p>Good listener – inviting, welcoming and responding positively to feedback.</p> <p>Able to work flexible hours to help meet critical deadlines</p> <p>Able to present a professional image as an ambassador for the organisation.</p>	<p>Excellent communication skills with press/media</p>
<p>Equalities, Diversity and Inclusion</p>	<p>Understanding of and commitment to the principles of equality, diversity and inclusion.</p>	