



Post:	Fundraising and Development Manager
Salary:	£30,000-£32,000
Location:	Mind in Bradford, Kenburgh House, BD1 4QU
Responsible to:	Chief Executive Officer
Annual Leave:	25 days pro rata
Pension:	We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme).
Probationary Period:	6 months
Closing date:	8 th April 2019
Interview date:	26 th April 2019

Context

Mind in Bradford is a registered charity with a clear purpose to promote mental wellbeing and empower and help people experiencing mental health problems to manage and work towards recovery and fulfilment. We do this through:

- Building community and individual resilience for better mental wellbeing
- Providing early intervention advice and support
- Supporting people in crisis
- Empowering and helping people to recover and sustain improved wellbeing.

Mind in Bradford is currently heavily reliant on contracts and grants to maintain vital services. As an organisation there is the opportunity to diversify income streams and capitalise on the current awareness around mental health. This post has been established to help Mind in Bradford continue its great work to date, and to drive its business transformation to enable us to reach and support more people, in more places, more often.

Purpose of the post

To lead the development and implementation of Mind in Bradford's fundraising strategy to drive year on year growth and diversify our current income streams. The post will build on our strong reputation in the local community, maximizing potential fundraising opportunities, developing key stakeholder and donor relationships, and managing the fundraising budget and reporting on fundraising activities and progress. This is an exciting opportunity to develop a long-term fundraising function within Mind in Bradford, building on current community success.

Key duties

- To maximise the charity's income through the development of current and new fundraising opportunities.
- To work closely with the CEO and leadership team. To develop and lead a Fundraising Strategy aiming to drive year on year growth and improving the financial resilience of the business through increasing unrestricted income.
- Work with the Senior Administrator and PR and Communications Officer to develop our brand, systems and support for the successful implementation of our fundraising initiatives.
- To develop, nurture and manage positive relationships with current and prospective funders, donors, corporate partners, trusts and foundations.
- To develop and maintain an effective supporter stewardship plan, ensuring donors and funders receive regular communications and thanks.
- To develop a fundraising volunteer opportunity, recruiting and managing new volunteers in to post, with support from the Volunteer Manager.
- To work with the Service Director and Service Managers to drive our training offer to corporate partners, local businesses and organisations and develop this into a consistent funding stream.
- Ensure the monitoring, evaluation and reporting on progress is accurate, timely and meaningful.
- Contribute to organisational reports and bids as required.
- Provide positive leadership to staff, volunteers and partners/donors on behalf of Mind in Bradford, ensuring effective stewardship and engagement with stakeholders at all levels.
- Ensure compliance with charity law and fundraising standards.
- Act as an ambassador and represent Mind in Bradford at external functions, events, giving talks and presentations to inform and inspire.
- Be familiar with the Mind in Bradford 'Code of Conduct' and to ensure that it is followed at all times by staff, volunteers and clients.
- Participate in individual and group supervision and internal and external staff development and training as necessary.
- Attend and input to regular team meetings.
- Ensure understanding of and compliance with all Mind in Bradford policies and procedures.
- Complete mandatory training related to the role.
- Work in alignment with the aims, objectives, and core values of Mind in Bradford.
- Undertake any other duties or tasks deemed necessary for the successful running of the business as determined by the CEO.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree level education or equivalent 	<ul style="list-style-type: none"> • Fundraising related qualification 	<ul style="list-style-type: none"> • Certificate
EXPERIENCE	<ul style="list-style-type: none"> • Extensive experience in fundraising for a third sector organization • Experience of volunteer management • Experience of working with a donor database • Demonstrable experience of delivering against income generation targets • Experience of developing and maintaining a professional network 	<ul style="list-style-type: none"> • Experience of using internal CRM systems • Experience working within both the commercial and not for profit sector • Experience of managing corporate relationships 	<ul style="list-style-type: none"> • Interview and references
SKILLS	<ul style="list-style-type: none"> • Ability to meet ambitious income targets • IT literate and a basic ability to manage online and social media marketing • Ability to build relationships with people at varying levels of seniority • Ability to build relationships with funders externally and colleagues internally • Excellent written, oral communication and presentation skills • Excellent research skills to support bids and proposals • Ability to research new funding opportunities and make judgements on relevance to Mind in Bradford. • Ability to manage multiple priorities • Excellent organisational skills and ability to manage a complex workload to meet deadlines 	<ul style="list-style-type: none"> • Highly proficient in social media and online marketing • Ability to compile persuasive funding applications and presentations to both new and existing funders 	<ul style="list-style-type: none"> • Interview and references
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of different types of income generation/fundraising 	<ul style="list-style-type: none"> • Knowledge of third sector landscape 	<ul style="list-style-type: none"> • Interview and

	<p>opportunities</p> <ul style="list-style-type: none"> • Knowledge of corporate sector and opportunities to develop income through corporate partnerships 	<p>across Bradford</p> <ul style="list-style-type: none"> • Knowledge and understanding of funding sources across Bradford and Yorkshire. 	<p>references</p>
OTHER	<ul style="list-style-type: none"> • Understanding and commitment to the Aims and Objectives of Mind in Bradford • Ability to work as a member of a busy and developing team • Ability and willingness to work out of hours events 	<ul style="list-style-type: none"> • Lived experience of mental health • Knowledge and understanding of mental health sector 	<ul style="list-style-type: none"> • Interview

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