



## Colostomy UK

We are hiring a:

### Fundraising Manager (Trusts & Corporates)

- **Application:** CV and covering letter
- **Interview:** CV reviewed on application
- **Start date:** As soon as possible

### About us

Colostomy UK is a growing national charity that offers support and advice to people who have had stoma surgery (ostomates) and to their friends, families, and carers. Our projects empower ostomates to return to sports, hobbies and other activities after their surgery and give them the confidence to take on fresh challenges. We also advocate for ostomates' rights and are their voice on the bigger issues. Our campaigns raise awareness of 'life with a stoma' and encourage organisations to make their facilities more inclusive.

Our team are

### Terms and conditions

**Job Title:** Fundraising Manager (Trusts & Corporates)

**Start date:** As soon as possible

**Duration of contract:** Permanent – Full time

**Hours:** Monday to Friday 09:00 – 17:00

**Job Environment:** Hybrid (ideally able to be in the office at least 2 days a month)

**Probation period:** Six months

**Salary:** £ 40,000 - £45,000

**Location:** Colostomy UK, 100 Berkshire Place, Winnersh, Wokingham RG41 5RD

**Holiday:** 25 days' annual leave in addition to Bank Holidays

**Reporting to:** CEO

## The role

The Fundraising Manager (Trusts and Corporates) is responsible for securing long-term growth for Colostomy UK, by personally securing funding from charitable trusts and foundations and corporate supporters. In addition, they will oversee our engagement with our committed donors and individuals who actively and regularly fundraise on behalf of us. This is an incredible opportunity to shape our fundraising, achieve bold income targets and enable us to achieve our newly developed five-year organisational strategy.

The role will report to the Chief Executive and have the support of the board of trustees (including a fundraising trustee and sub-committee), who are fully committed to supporting income growth. The successful candidate will take a relationship-orientated approach to fundraising, delivering five and six figure gifts from existing and new funders and unlocking the significant potential in giving for ostomates all over the UK.

The role will input into the design of the Trusts and Corporate strategy, take a leading role in its implementation, including the development of processes and procedures to support efficient working practices. They will manage two team members, the Editor & Writer who has excellent copy-writing skills, significant experience interviewing ostomates and developing impactful case studies, and the Fundraising & Communications Executive, who is engaging and can inspire our individual donors.

The successful candidate will be results-orientated, have a track record of securing income at the five and six figure level and managing a pipeline. They will have a proven ability in the development of effective fundraising strategies and experience of line management. There is significant scope within the role, so an ability to spot an opportunity is vital, as is the ability to create strong cases for support and build a strong pipeline of prospects. The post holder will need to work across the organisation at all levels of seniority and represent us externally.

## Core role responsibilities

- Input into and implement a multi-year trust, foundation and corporate fundraising strategy to consistently achieve bold income targets.
- Monitor and report on progress against the strategy, providing updates against agreed KPI's to both the Chief Executive and board of trustees.
- Undertake thorough research into current and potential prospects, with a priority on unrestricted and multiannual opportunities. Prepare and submit high quality and inspirational applications and project reports, addressing grant-making priorities.
- Develop strong relationships with donors and prospects and robust stewardship plans, which involve senior members of the charity, to maximise financial support.
- Ensure necessary processes, procedures and templates are in place to ensure projects are captured, packaged and costed, adapted for cross-selling thematically, not just by project.
- Develop and maintain reporting and application systems in Salesforce.

## Line Management

- Contribute to the development of a productive team culture and create an enabling environment for income generation.
- Support and line manage the Editor & Writer and the Fundraising & Communications Executive.
- Work with the Writer & Editor to optimise the copy which is researched and written for our quarterly publications, Tidings, to be used for donor audiences.
- Support the Fundraising Executive and work closely with the Marketing team to develop a calendar of fundraising activities, which inspire and engage our individual supporters.
- Supporting the Fundraising Executive to maximise the potential of our database for targeted approaches.
- Ensure that the fundraising team provides effective stewardship of individual donors, seeking out their motivations and preferences, pursuing leads and exploring networks.
- As a team, review all of our externally-facing communications to ensure they have a focus on fundraising and comply with fundraising regulation.

	<b>Essential</b>
<b><u>Skills and experience</u></b>	<ul style="list-style-type: none"> <li>• Experience of developing and implementing effective fundraising strategies.</li> <li>• Experience of leading a team, inspiring and supporting team members.</li> <li>• Proven record of personally securing five and six figure gifts and meeting income targets.</li> <li>• Experience of implementing prospect research and management.</li> <li>• Experience of developing robust stewardship plans to build long term relationships with key funders and supporters.</li> <li>• Strong project management skills, planning and forecasting, performance analysis and ability to understand project budgets.</li> <li>• Excellent verbal and written communication skills, with experience of delivering compelling presentations, pitches and written copy.</li> <li>• Experience in using a CRM database and fully competent with Office 365.</li> <li>• Ability to work cross functionally and effectively building good relationships internally &amp; externally.</li> <li>• Target-driven, efficiency, and diligent project management skills.</li> <li>• Ability to meet competing deadlines and priorities</li> </ul>
<b><u>Personal qualities</u></b>	<ul style="list-style-type: none"> <li>• Passionate about fundraising in a mission-based charity.</li> <li>• Ability to work to deadlines and follow instruction.</li> <li>• A team player with a willingness to help.</li> <li>• An empathy with and enthusiasm for people and our vision.</li> <li>• Communicate the work of Colostomy UK positively both internally and externally.</li> <li>• Self-motivated, with excellent people management and interpersonal skills, capable of representing the Charity at all levels.</li> <li>• Resourceful, proactive, and efficient.</li> <li>• Reliable and punctual.</li> <li>• Hands on and happy to roll your sleeves up.</li> </ul>

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|  | <ul style="list-style-type: none"> <li>• Motivated and enthusiastic with a desire to learn.</li> <li>• The ability to stay calm, patient and even influence others in a fast-paced environment, sometimes under pressure.</li> <li>• Ability to travel for business including able to transport charity materials for events.</li> </ul> |
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The above serves as a guide and is not exhaustive; all our team are hands on, and you too will be expected to undertake other duties. You will be working as part of a small, friendly team and may be asked to provide extra support in the office during busy periods.

## Rights to work in the United Kingdom

Applicants must be eligible to work legally in the United Kingdom. The successful applicant will be asked to evidence their right to work in the UK before being formally offered the role. If you do not have the right to work in the UK, we will not consider you for this role. If you are uncertain about your eligibility to work in the UK, you are encouraged to contact the UK Borders Agency.  
<http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

## DBS checks

All applicants will be subject to a criminal record check from the Disclosure & Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings as well as convictions.