



Fundraising & Development Manager Role Specification December 2023

The Role

- **Basic salary: £25,000 (+ Bonuses TBD) or equivalent.**
- **Home working (or hybrid option).**
- **Employed or Freelance.**
- **25 hours per week (with full-time potential).**
- **Subject to a 3 month probationary period.**
- **If Employed:**
 - **Annual leave entitlement: 25 days + bank holidays (pro-rata).**
 - **Pension: Contributory NEST pension scheme.**
- **Reporting to the Head of Communications.**

Development

- Create and implement a fundraising strategy.
- Create fundraising opportunities.
- Increase income from all sources.
- Employ and monitor a fundraising budget.
- Contribute to budget and campaign discussions.

Fundraising

- Assume responsibility for any fundraising activity that generates income.
- Develop new fundraising opportunities.
- Take the lead on key fundraising events and be able to travel when necessary.
- Increase the number and retention of charity members, donors, and supporters.
- Develop digital fundraising.
- Develop and improve website resources and fundraising materials.
- Ensure compliance with Charity Commission Guidelines and the Code of Fundraising Practice and liaise directly with the Fundraising Regulator.

Person specification

- An understanding of ME/CFS, PVFS, and/or Long Covid would be helpful but is not essential.
- Demonstrable experience in a similar charity role and a track record of delivering results.
- Knowledge of data protection requirements relevant to the role.
- Experienced at:
 - creating, developing, and using CRM systems.
 - managing and understanding budgets.
 - creating support material, fundraising stories, and promotional content.

Skills

- Excellent verbal communication and interpersonal skills.
- Excellent MS Office skills including use of Teams and WordPress (website).
- Able to:
 - work methodically, managing and prioritising a varied workload.
 - translate fundraising strategy into action plans.
 - interview fundraisers and report their stories.

How to apply

We welcome applications from anyone with the necessary skills and a track record in charity fundraising. Please explain in no more than 200 words why you are the best person for this role and enclose a summary CV. If you are currently employed, tell us how much notice you will need to give. If you want to work freelance, please let us know.

Send your application via email to: Russell.fleming@meassociation.org.uk

Deadline for applications: Friday 05 January 2024 at 5pm.
Shortlisted candidate interviews will take place 11 and 12 January 2024.