

## Job Description

**Job Title:** Fund Manager

**Hours and work pattern:** 35 hours per week.

**Reports to:** Director of Development

**Grade:** Manager

**Salary:** £33,125 - £35,333 per annum

**Holiday entitlement:** starts at 28 days per annum plus 9 public holidays.

**Base:** Hybrid working with regular attendance at includem, Unit 6000, Academy Office Park, Gower Street, Glasgow G51 1PR.

### Purpose of Role

To manage Local Authority tender processes, developing relationships with current and future funding partners, reporting to such funders and developing fundraising activities. Supported by the Director of Development the role assists with developing and delivering on the charity's funding strategy.

By working closely with the wider includem teams the successful person will develop written material that meets includem's strategic objectives.

### Main Duties & Responsibilities

- With support of the Director of Development, manage any tender processes and engage with relevant team members to complete appropriate submissions.
- Develop relationships with current and potential Trust and Foundation funding partners to grow the scale of independent funds.
- Work with team members to evaluate services, complete funding reports required for activities that are in delivery.
- Through analysis of intelligence, create proposals to match funding criteria and that achieve the aims of the charity.
- To address external audiences and present the work of the organisation for the purpose of promoting our work and gaining support, including travelling and meeting with potential funders and supporters.

- Provide relevant direction to the Communications Team to allow effective funder communications, including social media and direct mailing.
- Assist the Director of Development to develop and deliver strategies for commercial partnerships and fundraising activity.
- To ensure includem's fundraising activity complies with fundraising and data protection regulations and best practice.
- To support and attend events, as necessary (sometimes outside contracted working hours).
- To assist in any other aspect of the work of the charity as reasonably required.

## Additional Information

Hybrid working. The role requires some flexibility in relations to working hours, and willingness to travel to different services and events across UK. It would be useful to hold a full driving license and have access to a car for work purposes.

## Person Specification and Requirements.

Essential Skills and Experience	Desirable Skills and Experience
A minimum of 2 years relevant fund raising experience	Proven experience of raising awareness of the work of a charity at both local and national levels.
Excellent communication, networking, and strong relationship building skills.	Evidence of success in delivering to a growth strategy.
Experience of identifying, establishing and developing funding relationships.	
Excellent written and verbal communication skills.	
Strong numeracy skills with the ability to interpret, analyse and present data clearly and accurately.	
Good organisational skills, with evidence of achieving complex tasks within agreed timescales.	
Must be able to plan and monitor small projects and initiatives, often with conflicting priorities, to agreed deadlines.	

Have the ability to generate creative ideas and present proposals.	
Be self-motivated with the ability to work on your own initiative and also part of a team	
Have a positive and proactive attitude to managing a high volume of work and conflicting priorities calmly and effectively	
Excellent IT skills, including proficient use of Microsoft packages and databases	
<b>Essential Qualifications</b>	<b>Desirable Qualifications</b>
	Educated to degree level or equivalent in a relevant discipline.