

# Job Description

**Position title:** Funding Manager

**Job status:** One year Fixed contract (subject to income generation)

**Hours of work:** 22.5 per week (0.6FTE)

**Salary and Benefits:** £25,192 FTE

**Background to Job:** An exciting opportunity exists for the right candidate to join the core team of a leading community charity based in Norwich. Future Projects is located in West Norwich and provides a wide range of projects and programmes for the benefit of those suffering social or economic exclusion/disadvantage. The charity seeks to employ an ambitious, creative and organised individual to develop business opportunities and income generation to support the sustainability of its varied services in the long term.

**Mission statement:** Our mission is to engage, inspire, educate and support the local and wider community, providing first class services and promoting community development and cohesion.

**Vision statement:** Our vision is that of a community which has equality of opportunity and the education, skills and confidence to overcome its social or economic disadvantages and contribute fully to society.

Future Projects manages a range of facilities and services including; industry standard recording studios, iMac media suite, Future Radio 107.8fm, Future Education (Independent Special School), post 16 support services and youth participation and engagement programmes.

**Purpose of the Job:** As a member of the core management team, the Funding Manager will maximise income generation, taking responsibility for developing and securing funding for new and current projects, monitoring and reporting on both financial and operational performance and ensuring the charity's services are sustainable.

The post will support project managers in monitoring and evaluating programmes and services, reporting to funders and ensuring compliance with funding agreements.

## **Key Job Deliverables:**

- Devise and develop strategies for business development and fundraising and ensure that the charity exploits all relevant fundraising opportunities to meet the charity's needs
- Oversee the entire bid writing process, identifying funding streams, consulting internally and externally, and developing and submitting funding applications to government departments, trusts, foundations and other funding bodies
- Support project managers in the monitoring, evaluation and reporting on grant funded programmes

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## Detailed Tasks:

### Fundraising

- Undertake detailed research identifying funding intelligence, data, statistics and other evidence required to support high quality funding applications and comply with funder requirements
- Maintain awareness of legislative, strategic, and operational changes within relevant organisations, agencies or government departments both locally and nationally which may have an effect on the charity's ability to generate income
- Compile high quality funding applications, appeals literature, tender documents and other such commissioning activity
- Compile project based budgets to support delivery of services and oversee effective use of resources
- Establish effective and positive relationships with funders and other partners to facilitate funding approaches and represent the charity in a positive way
- Research and develop creative opportunities to diversify income generation, sponsorship and funding, expanding the charity's funding portfolio
- Attend and represent Future Projects at fund raising, corporate and private events, maintaining a positive image at all times and developing partnerships
- Work as a members of the management team to develop innovative new projects for the continued success of Future Projects

### Management, Monitoring & Reporting

- Work closely with project managers to establish and implement new projects, setting clear aims & objectives, identifying operational and financial parameters and monitoring arrangements
- Undertake regular monitoring of funded projects (against the above parameters) to ensure compliance with funder's requirements, meeting regularly with project managers
- Compile reports and monitoring information in response to the requirements of partners and funders
- Work within the management team to oversee the general management arrangements, strategic direction and quality standards of all funded projects; monitoring progress, responding to issues and providing guidance and direction as and when required
- Provide detailed funding reports to the CEO/Board of Trustees (and any sub-committees as required) on a regular basis

### Other

- Provide input and feedback to CEO in the development of policies and procedures, organisational strategy and development.
- Act as lead contact for membership organisations – e.g. Voluntary Norfolk, Momentum
- Maintain awareness of the financial operations of funded programmes and the charity as a whole, ensuring compliance with funder requirements, internal financial procedures and financial performance targets

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- Contribute to the financial audit process, providing relevant funding-based material, records and input
- Work closely with the management team to prepare and monitor budgets across the charity
- Scrutinise and authorise invoices for payment and payroll and monitor against budgets/cost centre allocations
- Oversee the management of short-term (non-core) funded projects from time to time
- Undertake any other such tasks as may be required from time to time

**Job environment:** The post-holder will work primarily within the Future Projects head office but will be expected to attend events and meetings or events across Norwich/Norfolk as and when required.

**Supervision:** The Post will be managed by the CEO. The post-holder will be subject to regular support and supervision sessions.

**Key job interactions:** The post holder will work closely with the CEO and programme/department managers. In addition the post-holder will liaise with funders, partners, stakeholders and service users. The post holder will also work closely with the Business support officer to manage funding appeals and fundraising events.

**Health and Safety:** The post holder must be aware of and comply with policies and procedures relating to health and safety, security, confidentiality, data protection and safeguarding children; and report all concerns or disclosures to the appropriate person.

**Equalities:** The post holder must be aware of, support and promote diversity in all its forms, ensuring that all fundraising and project delivery activities provide equality of access for service users.

**Disclosure and Barring Service Checks:** This post is classed as having a high degree of contact with children and/or vulnerable adults and is exempt from the rehabilitation of offenders' act 1974. An enhanced disclosure will be sought through the DBS as part of Future Projects employment checks. Please note that additional information referring to the CRB/DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

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## Person Specification:

Experience/Skills/Characteristics	Essential	Desirable
At least three years' experience leading the fundraising operations of an organisation	✓	
Experience in successfully managing the entire bid cycle	✓	
Proven track record of writing high quality funding applications, reports, tender documents, formal letters and appeals to grant making trusts/foundations	✓	
Highly organised, with exceptional attention to detail	✓	
Outstanding written and communication skills with experience in presenting information to a range of audiences and in a range of formats	✓	
Experience leading teams and individuals within the third sector		✓
Good knowledge of the local, regional and national funding landscapes	✓	
Experience in project management and strategic development		✓
Experience developing successful partnerships and relationship management		✓
Highly personable, self-confident and able to operate effectively in all social and business environments	✓	
Strong ICT skills – particularly with Microsoft packages	✓	
Enthusiastic, proactive and creative individual	✓	
Ability to prepare, manage and monitor budgets effectively, with an understanding of cost-centred accounting	✓	
Ability to prioritise workload, work independently and draw in additional expertise or resources where required		✓
Ability to identify practical solutions and work within limited timescales and budgets to get results	✓	
Willingness to work variable hours and travel if necessary	✓	
Commitment to the values and ethos of the charity	✓	
Hold fundraising qualification and evidence of on-going CPD		✓