



**JOB TITLE: Fundraising Manager**

<b>Location</b>	<b>Reports to</b>	<b>Hours</b>	<b>Salary</b>
Bore Place, Chiddingstone	CEO	Part time – 3 days per week. Flexible working considered	£35,000 FTE (pro-rata £21,000)

**Mission for the role**

Bore Place is a historic estate set in 500 acres of beautiful countryside in Kent and home to our charity, the Commonwork Trust. The Commonwork Trust was established in 1976 and is committed to creating a world where people and nature work together to regenerate the planet and ourselves. Our work encompasses an organic and regenerative dairy farm, organic market gardens, venue, environmental education centre and programmes to provide opportunities for vulnerable and disadvantaged young people as well as the wider public. We are committed to creating a better future by providing a place that brings sustainability to life and offers opportunities to learn, grow and be inspired.

We are entering an exciting period, with a relatively new CEO in place, and to enable us to make the step change we need, we are seeking a new Fundraising Manager to be part of our team. This role will report to the CEO and work closely with the Senior Management Team and others to support us to develop and deliver our ambitious 'people and nature' programmes by identifying and securing the necessary funds to achieve our vision.

We are a small organisation with a culture of 'can do' and everyone mucking in. We currently do not have a fundraising team but anticipate the Fundraising Manager will build such a team on the back of increased income generation.

**Your role**

- The Fundraising Manager will use expert communication skills and a keen sense of initiative to identify fundraising opportunities, develop relationships with potential donors, and manage fundraising campaigns.
- The Fundraising Manager will have overall responsibility to grow and deliver our fundraised income, focusing primarily on developing and submitting applications for grants from trusts and foundations, as well as supporting funder relationships.

- The role will focus initially on bid writing and grant applications to Charitable Trusts and Foundations, supporting individual giving initiatives and developing our Friends and Patrons Schemes.
- By coordinating events, writing proposals, and recruiting and leading volunteers, the fundraiser will hone speaking, writing, and leadership abilities while moving the Commonwork Trust closer to its financial goals.
- The ideal candidate will be motivated, professional, and organised with a strong track record of successful fundraising. We're looking for someone who believes in the mission of the Commonwork Trust and has exceptional drive for furthering our fundraising efforts as well as strategising and delivering on new ones.

### Direct Responsibilities

- Develop, implement, and monitor strategies and plans for fundraising
- Secure sustainable income across multiple streams (individual giving, legacies, corporate trusts and foundations, trading, community, events etc.) to ensure a wide mix is achieved to meet agreed targets
- Research, identify and prioritise opportunities for fundraising as part of a review of the Fundraising Strategy
- Develop a fundraising culture among staff and volunteers so all stakeholders are aware of the importance of income generation to the future sustainability of the charity
- Research individuals, corporations, and foundations that are interested in gift giving, forming strong relationships with external stakeholders
- Lead on the development of a major donor programme, managing a portfolio of major supporters to maximise relationships and income, whilst ensuring major donors are satisfied and kept in the loop
- Effectively promote the organisation and convey our mission, vision and programmes to potential donors
- Write grant applications and fundraising proposals
- Organise fundraising events while overseeing teams of volunteers
- Manage a budget and track whether goals are being met
- Oversee funding reporting requirements

### Person specification

## Essential criteria

- Fundraising experience - you will have at least three years of experience at developing a fundraising strategy and understanding how different income streams operate with a strong track record in securing income
- Demonstrable experience in securing funding - you will have experience in identifying key voluntary income streams and securing funding support from trusts and foundations, and be comfortable with 'making the ask' of wealthy individuals
- Grant funding - you will have a strong track record of identifying, securing and monitoring grant funding.
- Communication skills - you will have excellent communication and relationship-building skills
- Leadership skills - you will have experience in leading and motivating colleagues and volunteers
- Charity experience - you will have worked in the charitable sector, preferably with a focus on environmental issues and have an understanding of how a mission-based organisation operates and wider sector considerations

## Desirable criteria

- Bachelor's degree (or equivalent)
- Certification, diploma, or similar qualification in fundraising

## Our Values

### Inspire

**Inspiring and learning through experience** - We inspire people to look after the Earth, enjoy the living world and become guardians of its future.

### Regenerate

**Regeneration in action** - We seek to be a real-life model of regenerative practice and instill this at the core of everything we do.

### Collaborate

**Making a Difference Together** - People and partnerships are at the heart of our organisation. We acknowledge that to achieve real change we need to work with others. This collaborative approach is key to our success.

### Be Inclusive

**A fair and inclusive environment** - We champion and promote inclusion, equality, and diversity always. We aspire to be an organisation where people feel valued and included equally.

### Take Ownership

**Personal and collective responsibility** - Bore Place belongs to us all. Together we care for the land and provide a well-managed, accessible space, rich in wildlife where our values are central to our actions and choices.

**Benefits of the role and working at Bore Place**

- A diverse role within a growing organisation with clear accountability.
- Ability to make a significant difference to the lives of others and see the direct impact of your role.
- Flexible working arrangements.
- Pension.
- 38 days paid holiday - including bank holidays (pro-rata)
- Coaching and support.
- Opportunity to undertake further learning and training.
- Life insurance, EAP, pension, staff discounts on courses and food.
- A glorious countryside location with free parking onsite

### **Diversity**

Bore Place is committed to promoting a diverse and inclusive workplace where everyone can be themselves and succeed on merit. We strive to ensure that opportunities to work and develop at Bore Place are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic.

Please notify us of any disability at the earliest opportunity should you wish us to make any special arrangements for the application process or, if successful, for the role. We will ensure we make reasonable adjustments wherever we can.

### **Safeguarding and DBS**

The safety and welfare of children and other vulnerable people at Bore Place is extremely important to us and is why we pride ourselves on our Safeguarding procedures. All positions at Bore Place are subject to a Disclosure & Barring Service (DBS) check at the appropriate level.

### **Right to work in the UK**

It is a requirement that any successful applicant has the right to work in the UK and can provide evidence of this. This would be an express term and condition of your employment with us.