



Fundraising Manager Application Pack

About Cornwall Community Foundation

Behind the holiday playground you see in photographs, Cornwall is the poorest county in England, with many disadvantaged and isolated communities, extreme child poverty, youth unemployment and associated mental health issues. These needs are often unseen but are very real.

At Cornwall Community Foundation, we believe in a positive Cornish life for all, free from poverty and social isolation. Our aim is to change people's lives for the better by helping local communities. We want Cornwall & the Isles of Scilly to be a great place to live for everyone - a place where people work together to address disadvantage. Donors trust our expertise to direct funds to those grassroots organisations and initiatives which will make a big difference to the lives of those in genuine need, reaching vital projects that might not otherwise survive. Since 2003 we have grant awarded more than £20 million to over 8,000 community projects. In 2023 we grant awarded close to £3 million.

We manage charitable funds on behalf of local individuals, families, companies and public agencies. Many of our funds are invested in endowment, which is currently valued at £12 million. We also manage flowthrough (non-invested) funds for the Integrated Care Board, the Police and Crime Commissioner for Devon & Cornwall and Cornwall Council.

Our friendly and committed [Team](#) of 12 is hybrid working, two days a week from our office (moving to Bodmin in November 2024). We have an active and engaged Board of [Trustees](#) who meet four times a year and several committees who meet throughout the year. This role offers a fantastic opportunity for personal development, networking and experience building working alongside our committed team and experienced Trustees.

Job Purpose

Cornwall Community Foundation is the leading independent grant-maker in Cornwall providing much needed financial support to local community groups. Our development strategy is primarily driven by building strong relationships with our donors and helping them get satisfaction and joy from their giving. As Fundraising Manager you will be responsible for managing relationships with trust funds, including bid-writing, and supporting the stewardship of donors, including through our membership schemes. The

suitable candidate will undertake a wide variety of duties and must have the ability to work to tight deadlines. You must be capable of showing initiative, have good organisational and reporting skills and be comfortable dealing with a wide range of people.

CCF is committed to the principles of a 'one team' approach. This recognises that all members of the Team contribute to the success of delivering CCF's goals to address need in the community by making high quality grants and promoting philanthropy. In addition you will, where appropriate, work in support of particular personal, team and wider CCF goals.

Fundraising Manager

Post: Fundraising Manager
Reporting to: Development Director
Salary: £31,000-£34,000 (FTE) per annum or pro rata for part-time depending on experience
Length of contract: Permanent
Hours: Full time or part time, flexible working will be considered
Located at: Based in Cornwall and able to attend the CCF office in Bodmin weekly.
Annual leave: 23 days (FTE), in addition to public holidays and office closure between Christmas and New Year

Job Description

The responsibilities of the Fundraising Manager are as follows:

1. Build relationships with large funders and charitable trusts to cultivate and encourage involvement with the Foundation and prepare bids that will attract significant funds;
2. Work with the CEO, Philanthropy Director and Development Director to deliver excellent stewardship of CCF's donors and fundholders to encourage retention and income growth, including writing impact reports, arranging project visits and planning meetings;
3. Work closely with the Programmes Director, the Grants Team and the Marketing Officer to help deliver donor-facing communications, including reporting and any other activities deemed necessary by the line manager;
4. Oversee the Friends membership scheme and support with stewardship of other membership schemes;
5. To strengthen the research capabilities of the Foundation, within Data Protection parameters, to identify and attract potential donors;
6. Ensure our database is kept up to date, accurate and is utilised to support high-quality relationship management;
7. Undertake any other reasonable responsibilities to contribute to the development of the CCF as requested by the line manager.

Person specification

Essential

1. Strong customer relationship or client management background – possibly from major donor or Trust and Foundation fundraising but you may have picked up these skills in another industry and want to put them to good use now;
2. A proven track-record of creating and executing successful fundraising or income generation strategies to grow income over time. Including experience in bid writing.
3. Strong organisational skills with the ability to plan and prioritise own workload to meet deadlines;
4. Great attention to detail and a positive, 'can do' attitude;
5. A professional, friendly approach to all of our stakeholders, donors and applicants for funding;
6. Ability to assess and interpret complex data and communicate clearly through excellent reporting skills;
7. Ability to work under pressure, manage a challenging workload and competing demands within a professional work environment;
8. Fully computer literate including Word, Excel, PowerPoint and use of CRM databases (ideally Salesforce) or willing to undertake training;
9. To be able to work as part of a small team and to be able to make your own decisions;
10. A clean UK driving license and access to a car.

Desirable

1. Experience of income generation – either in a fundraising environment or elsewhere;
2. Knowledge and experience of working with the voluntary sector.

To apply

To apply for this post please forward your CV and covering letter to Tamas Haydu CEO
tamas.haydu@cornwallfoundation.com

(Incomplete applications will not be considered.)

Deadline

5th December 2024

Professional and personal references will be required prior to appointment. Proof of right to work in the UK will be required.