**JOB DESCRIPTION**

# Job Title: Fundraising, Events and Philanthropy Manager

**Responsible to:** Head of Partnerships and Communications

# Place of Work: Central Support, Stonepillow and across Stonepillow projects when required

**About Stonepillow**

Stonepillow are a charity for the homeless and vulnerable in West Sussex and have been in existence for over 30 years. Its core function and mission to Support and empower homeless and vulnerably housed people to achieve sustainable independence and wellbeing. We do this by putting clients at the heart of what we do using a trauma-informed and strengths-based practice. Our key areas of focus are:

Prevention

* Supporting people to retain their own home during a time of crisis which puts their accommodation at risk
* Addressing Health inequalities for those who are on the streets or accessing Hospitals A&E departments with no fixed abode to prevent discharge back on the street

Relief

* Community Outreach teams, day services and hubs, hostels
* Providing safe spaces to address their support needs, build packages of support and providing a safe place to live whilst permanent accommodation is found

Recovery

* To support people whilst they are on their recovery pathway from addictions through therapeutic support
* Supported accommodation for those who are on their pathway back to independent living and improving their wellbeing
* Women’s only service providing therapeutic support following traumatic events in their past

Resettlement

* Intense support services for those who have long history of homelessness and rough sleeping to move off the streets into their own home with a multi-agency support package.
* Move on support as people move from temporary to permanent homes having completed their pathway to independence.

**Job Purpose**

Reporting to the Head of Partnerships and Communications who provides a focus on the grants, trust and foundations bids and all external communications, the job holder leads on all fundraising activities relating to community, corporate and individual fundraising, events and philanthropy raising income for the charity to enable positive outcomes for Stonepillow’s beneficiaries and to expand its offer to vulnerable clients.

The role is a public facing role delivering the fundraising strategy which will delivers a step change to engage with general supporters, community members, clubs, groups, businesses and corporate partners maximising income streams from a range of fundraising activities ensuring sustainable income streams delivering our fundraising targets.

**Main Duties & Responsibilities**

**Strategy and Development**

1. To lead on the fundraising workstream as part of our strategic review to develop an events, community, individual and corporate fundraising strategy and annual plans.
2. Keeping abreast of the sector and best practice; implementing ideas and being on the forefront of successful fundraising initiatives.
3. Work with the Head of Partnership and Communications to develop coherent and clear messaging to all stakeholders.

**Income generating and proactive fundraising**

1. To coordinate plans to extend all community, corporate and individual giving including identifying opportunities to develop legacy marketing and develop and deliver a high net worth major donor fundraising strategy.
2. To build upon well-established Stonepillow events such as the ‘Big Sleep Out’ with a comprehensive and innovative programme of events to generate income to achieve target fundraising income and strengthen brand awareness.
3. To ensure that fundraising is carried out within a framework that promotes diversity and equality of opportunity for all in accordance with Stonepillow policies.

**Relationship Management**

1. Promoting, retaining and developing existing donor relationships and develop new relationships to increase income from a range of different funding streams including major donors, ambassadors, community supporters and corporate partnerships.
2. Develop and implement comprehensive stewardship plans appropriate to each funding stream optimising opportunities for increased support from existing supporters and attract new supporters with the aim of promoting long term engagement to facilitate the achievement of financial targets and KPIs.
3. To engage with other Stonepillow managers and staff teams to gain momentum and support to deliver successful fundraising events and activities. To work with the Volunteer Coordinator to maximise the fundraising potential of Stonepillow’s active volunteer database of nearly 200 supporters.

**Management of Team**

1. To be responsible for the inspiration, coaching and training of the Fundraising and Communications team to meet agreed key performance indicators and targets.
2. To manage all day-to-day oversight of the planning and delivery of events and community fundraising activity supported by the Fundraising and Communications team.

**Finance**

1. To ensure the accurate up to date keeping of financial and donor records, tracking donations ensuring income is promptly received, recorded and supporters are thanked appropriately.
2. Generating any financial reports and forecasts as may be required.
3. Providing excellent database management for all donors using the CRM financial systems that underpin the management and monitoring of the fundraising team’s income and expenditure. Stonepillow currently utilises Donorfy.
4. Overseeing key systems and processes that enable the fundraising strategy to be delivered successfully.
5. In conjunction with the Head of Partnerships and Communications, setting, monitoring and reviewing the budget and contributing to the delivery and growth of the annual fundraising income targets.
6. To identify and design profitable fundraising opportunities in line with the ethos of the organisation.
7. To analyse costs and margins of fundraising opportunities to determine return on investment and make decisions accordingly.

**Health & Safety**

1. To ensure that health and safety regulations are met.
2. To carry out regular risk assessments and ensure these are adhered to.
3. To liaise with external volunteer organisations and ensure that their health and safety criteria are accounted for by the project.
4. To supervise and ensure the health, safety and security of staff, volunteers and members of the general public on the premises in all locations, in line with procedures.
5. To ensure the maintenance of Health and Safety regulations as requested by Stonepillow’s Health and Safety Officer.

*This is not an exhaustive list of all the duties and responsibilities that may be required from time to time and is subject to change in accordance with the needs of Stonepillow.*

**Data Protection and Compliance**

1. To ensure regulatory compliance with internal policy and procedure and external requirements e.g. health and safety, fundraising regulatory standards, GDPR, gift aid, practices and policy.
2. To ensure that risk assessments, Health and Safety and insurance requirements are in place for all events.

**General**

The job-holder must be able to manage their time effectively to include working flexibly both during the week, evenings and weekends to attend events as required and to undertake such other reasonable duties as may be required in the interest of Stonepillow.

**Confidentiality**

This policy covers all Stonepillow employees and volunteers, all of whom will be required to sign a confidentiality agreement as part of their terms and conditions of employment. Anyone working for Stonepillow who breaches the agreement will be liable to disciplinary action under the Staff Disciplinary Procedure.

Signed: …………………………………………………………………………………….

Date: ……………………………………………………………………………………….