

Job Description

Community Fundraising Manager Ospreys in the Community



OSPREYS IN THE
COMMUNITY

JOB DESCRIPTION	
Job Title	Community Fundraising Manager
Location	Based in Swansea.Com Stadium with the opportunity for hybrid working. The post holder will also be required to travel across the region and Powys
Hours of work	37.5 hours per week
Responsible to	Head of Community Foundation
Responsible for	Working as part of the management team driving and delivering ideas, events and relationships to generate income and meet fundraising targets for Ospreys in the Community
Contractual Status	One Year Fixed Term Contract
Salary	£30,000 plus a 5% bonus paid quarterly against achievement of agreed fundraising targets
Role Summary	<p>To develop and implement the annual fundraising strategy and plan for Ospreys in the Community.</p> <p>Driving activity to maximise fundraising potential for both restricted and unrestricted funding.</p> <p>Designing and delivering innovative and exciting high quality and well managed fundraising events to generate income and promote the OitC brand and values.</p> <p>Researching and preparing funding proposals, and developing relationships with grant makers and trusts to support the effectiveness of applications</p> <p>Develop and maintain effective and long lasting relationships with existing and new funding partners.</p>
Key Relationships	<ul style="list-style-type: none">• Ospreys staff, management, and players• Key Stakeholders• Key public and third sector organisations• Key operational partners
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none">• Work with the Head of Community Foundation to develop the annual fundraising strategy and plan• Research and identify new trusts, foundations and statutory funding opportunities to increase the size of the trust and grants pipeline• Write creative, compelling and tailored funding applications/bids and cases for support, which tell the story of what OitC do and why.• Work closely with the Head of Community Foundation to support the submission of more complex bids• Identify, organise, drive and delivery effective and well managed fundraising events to generate income and promote the charity• Drive the growth of the OitC Lottery• Build and maintain long-term relationships with new and existing funding/grant making organisations and partners

JOB DESCRIPTION	
	<ul style="list-style-type: none"> • Provide update presentations and reports as required • Raise awareness of the charity and the opportunities for volunteers • Develop effective working relationships with all Ospreys in the Community staff wider Ospreys team and partners. • Regularly communicate and feedback progress to Head of Community Foundation
Continued Professional Development	<ul style="list-style-type: none"> • Ospreys in the Community are committed to providing CPD for the post holder • We expect the post holder to undertake available training courses and research to enhance personal knowledge, skills and experience

PERSON SPECIFICATION	
Experience	<ul style="list-style-type: none"> • Experience of organising and executing fund raising events • Experience of applying for and securing funding from grant funders • Track record of meeting fund raising targets
Skills & Qualifications	<ul style="list-style-type: none"> • Fluency in the Welsh Language would be advantageous • Ability to craft written proposals to a high standard • Ability to plan, organise and execute events • Ability to plan and manage budgets effectively • Ability to develop effective relationships and influence others • Excellent IT Skills – using MicroSoft Office • Understanding of safeguarding and keeping young people safe • Valid driving license desirable
Key Competencies	<ul style="list-style-type: none"> • Planning and Organising • Building Relationships • Written and verbal communication • Ability to inspire others • Team Work • Innovation and Creativity • Curiosity and the ability to learn • Strong self awareness and professionalism