# Job Specification

**Job Title:** Fundraising Lead

**Salary:** £27,000-£30,000 pro rata (depending on experience)

**Hours of work:** 37.5 hours per week

**Contract type:** Permanent

**Reports to:** Director of Business Development

**Location:** Hybrid: split between central office in Bath and homeworking

2 days per week minimum in office.

**About Bath Mind**

Bath Mind was established in 1998, by a group of local people with lived experience of mental illness. We are a local and independent mental health charity supporting people living in Bath and North East Somerset. Our services are open to all, providing support, information and activities for thousands of people living in our community, focussing on preventing mental ill health and improving mental wellbeing.

**Overall Responsibilities:**

This role sits at the heart of our Business Development Team who oversee unrestricted and restricted income generation for the charity. The Fundraising Lead will oversee the

day-to-day operations of unrestricted fundraising including community fundraising, events,

legacy/in-memory fundraising, major donor/philanthropic giving, individual giving and

corporate fundraising.

The Fundraising Lead will manage and develop our fundraising and unrestricted income generation, working closely with the Director of Business Development and wider team.

This role is an excellent opportunity for an enthusiastic, self-motivated fundraiser to develop their skills within our dynamic Business Development team.

**Specific Responsibilities**

* Lead on and attend all fundraising events, representing Bath Mind. (These may sometimes take place in the evening and at weekends and will form part of working hours).
* Recruiting and managing Volunteers for fundraising events.
* Lead on and manage community fundraising.
* Lead on fundraising stewardship, managing and responding to fundraising enquiries – on the phone and by email. Produce and send thanks and impact data to funders/donors, including in-memory donors, community fundraisers and corporate fundraisers.
* Support the Director of Business Development and Lead on own portfolio for corporate fundraising and corporate relationship building and account management.
* Support Director of BD with philanthropy liaison, research and development.
* Lead on Digital Fundraising, working closely with the Communications & Marketing Lead.
* Contribute to income generation activities across the Business Development Team such as promoting our Training offer and selling/promoting products.
* Work closely with the Director of Business Development to manage unrestricted fundraising targets and seek out new opportunities for income generation for instance match funding opportunities
* Maintain all fundraising records including stewardship logs and income databases.
* Travel in Bath and North East Somerset to attend meetings, networking events and meet corporate and community supporters, from time to time.
* Perform any other tasks which are reasonable requests that may be made by the Business Development Team.

**Communication Responsibilities:**

* To adopt a team approach and be a proactive team member
* To be non-judgemental and empathetic
* To adhere to the policy of confidentiality and sharing of information
* To be non-discriminatory
* To promote positive perceptions of Bath Mind at all times
* To liaise with users of Bath Mind services as required
* To maintain positive working relationships with other employees and volunteers of Bath Mind
* To attend supervision, appraisals and team meetings
* To attend training and relevant courses for professional development

**Benefits**

25 days holiday per year + Public and Bank Holidays (pro rata)

Workplace Pension Scheme

Sick pay

Employee Assistance Programme

Eligibility for charity discounts via Blue Light Card

Discounted benefits at The [Soul Spa](https://www.thesoulspa.co.uk/?gclid=EAIaIQobChMIyNyTiIav9wIV0YBQBh2voQAMEAAYASAAEgLjIvD_BwE) in Bath

**Our Inclusive Recruitment Commitment**

Bath Mind is committed to encouraging equality, diversity, and inclusion (EDI) throughout our entire workforce. The aim is for our workforce to represent the diverse society we live in, and that our employees, volunteers, and clients feel respected and heard by Bath Mind.

We have active staff and volunteer networks for staff, volunteers, and EDI allies, and encourage new staff to ask questions and join if they are interested. Bath Mind is growing to fulfil our ongoing commitment in inclusion in the workplace. As an organisation that prioritises the mental health and wellbeing of all, we are determined to create meaningful and lasting equitable change across our charity.

# If you feel you are a great match for the job, but do not feel you meet all of the criteria we welcome you to submit an application.

**Person Specification**

Bath Mind is dedicated to supporting staff to enable them to carry out the role and responsibilities to the best of their ability and we are committed to developing staff with a comprehensive training package.

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| **Essential Criteria** | **Desirable Criteria** |
| Proven experience in a charity fundraising role. | Experience of a range of fundraising areas: philanthropy, community, legacy and gifts in memory, match-funding. |
| Proven experience in successfully organising and delivering charity fundraising events. | Experience of corporate event planning, management and delivery. |
| Personable, effective communicator, with excellent written and verbal communication skills. | Experience of relationship building and community fundraising stewardship. |
| The ability to adapt communication style and build longstanding relationships with people from widely different organisations, professions, cultures and backgrounds. | Experience working in B2B and/or B2C. |
| Highly organised and efficient, able to work to procedures and adapt to changes. | Understanding of charity work and the need to be flexible and adaptable. |
| Understanding of GDPR and Fundraising Regulations and commitment to ongoing learning. |  |
| Confident networker able to seek out opportunities and think creatively in developing new relationships. | Awareness of local landscape across Bath and North East Somerset and familiarity with local organisations. |
| Excellent understanding of Microsoft including Excel, Word, Powerpoint and Outlook. | Previous experience of fundraising platforms such as Just Giving and Gift Aid claims. |
| Financially astute with attention to detail. | Experience of digital fundraising and match-funding campaigns. |
| Availability to attend events at weekends and evenings from time to time. |  |
| Full clean driving license. | Access to /own vehicle to attend meetings and events in Bath and North East Somerset from time to time. |