

JOB DESCRIPTION

Department:	Fundraising
Job Title	Regional Fundraising Manager
Accountable To:	Director of marketing & fundraising
Accountable For:	Regional Fundraisers x 3 Regional Fundraising Assistant x 1 Shop Manager x 1
Based At:	Leatherhead
Salary Band:	Up to £40k – pro rata
Job Purpose and Context	
<p>This role will lead and line manage the Regional Fundraising Team. It will deliver a plan that drives income, profile and awareness of Rainbow Trust within defined areas. This role will deliver their own income target, whilst taking ownership of the total budget through the management of the Regional Fundraisers.</p> <p>This post will develop robust, innovative and sustainable action plans in line with the business plan and wider fundraising strategy. This will be achieved through management of the operational plan and the successful implementation of fundraising and marketing activities; focusing on higher performing fundraising activities such as educational establishments, golf clubs, beneficiary events and local businesses.</p> <p>This post will be instrumental in driving the use of Rainbow Trust Volunteer Ambassadors, Fundraisers and Friends Groups. It will lead on the development of setting up new groups across the regions, working with the Regional Fundraisers and the Volunteer Manager to identify areas.</p> <p>This role will champion and promote the strategic use and development of volunteers to ensure the team operate a staff-enabled volunteer led programme. Through driving the use of fundraising volunteers, ambassadors and friends groups team capacity will be increased to ensure each area is represented accordingly across the country.</p>	
Areas of Responsibility	
<ul style="list-style-type: none"> • Recruit and line manage the Regional Fundraising team and shop manager. • Maintain and increase income generated from regional fundraising • Control expenditure and deliver against budget • Use management information to monitor performance and report regularly against KPIs • Inspire and engage local supporters to develop additional sources of income • Maintain strong relationships with existing Rainbow Trust supporters • Develop and manage a pipeline of prospects with a clearly defined target outcome and value • Attend regular networking meetings to increase income and awareness 	
Leadership and Strategy	
<ul style="list-style-type: none"> • Provide guidance and direction for direct reports, volunteers and interns 	

<ul style="list-style-type: none"> • Support Volunteer Fundraisers, Ambassadors and Friends groups to effectively fundraise for Rainbow Trust • Identify additional revenue streams and growth areas for Regional Community Fundraising • Manage the regional budget, strategy and annual operational plans • Commit to Performance Management Process and develop stretching objectives to meet business plan • Take responsibility for own professional development • Live the Rainbow Trust Values and model the defined Leadership Qualities • Operate in compliance with relevant legislation, best practice and corporate policy and budgets.
<p>Operational and Project Planning</p>
<ul style="list-style-type: none"> • Develop an annual work programme for area of responsibility that aligns to the Rainbow Trust Business Plan • Take individual responsibility for meeting agreed outcomes and objectives • Ensure that all appropriate IOF codes of practice, checks, training and risk assessments are carried out to adhere to current Health & Safety regulations • Identify under-performance and take appropriate actions to rectify or improve • Negotiate with suppliers to ensure best value for money is obtained
<p>Working with Customers and Service Delivery</p>
<ul style="list-style-type: none"> • Maintain effective relationships with donors, supporters, media representatives and suppliers • Make the fundraising 'ask' and support others to do so • Ensure supporter requests are responded to promptly • Ensure that reasonable supporter expectations are met • Deliver direct services to both supporters and colleagues to acceptable professional standards and corporate guidelines • Conduct timely investigation of any complaints received to the team from supporters, suppliers or any other external or internal contacts referring up any of a serious nature
<p>Developing, Maintaining Systems and Procedures</p>
<ul style="list-style-type: none"> • Report monthly, identify variance and make appropriate recommendations and contingency plans for any income shortfall • Ensure that data relevant to areas of responsibility is adequately and safely recorded and stored in the Fundraising and Marketing Database thankQ • Attend sports planning meetings and ensure the team take responsibility for filling sports places • Contribute to wider data collection and analysis exercises across the department • Operate standard administrative systems both electronic and hard copy • Ensure compliance with data protection guidelines and corporate policy
<p>People Management and Development</p>
<ul style="list-style-type: none"> • Recruit and retain high performing staff with relevant experience and specialist skills to enable the function to achieve objectives • Retain high calibre volunteers through effective supervision (following best practice guidelines for managing volunteers), including providing relevant

<p>development opportunities</p> <ul style="list-style-type: none">• Effectively manage the Regional Fundraising Team (including volunteers and interns) and create a positive atmosphere and high morale• Achieve consistent high standards of performance within team, taking appropriate action where performance is weak• Conduct regular 1:1s and team meetings with direct reports so they are informed and motivated• Keep under review the resource requirements and recommend future requirements to the Head and Director of Fundraising
<p>Team Working and Collaboration</p>
<ul style="list-style-type: none">• Contribute professional knowledge and expertise to team and department development• Lead and champion the implementation of business improvement and people development initiatives, including Buddying, PI and SBI processes• Provide guidance and support to junior staff members and volunteers• Collaborate with colleagues across the department and organisation• Proactively participate in team meetings• Contribute to team building initiatives and activities
<p>Special Conditions</p>
<ul style="list-style-type: none">• Out of office work will be required in order that the organisation is able to deliver on its commitments to its stakeholders• Flexible working to support evening and weekend events will be required• The list of responsibilities outlined above are not intended to be exhaustive and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of a manager.