



Recruitment Pack: Fundraising Manager



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Welcome to The Wish Centre!

As the CEO of The Wish Centre, I am delighted to extend a warm welcome to all candidates interested in joining our team as a Fundraising Manager.

At The Wish Centre, we are dedicated to making a positive impact on the lives of individuals and communities. Our mission is to empower people to fulfill their potential, achieve their goals, and build brighter futures. As a leading nonprofit organisation, we work tirelessly to provide support, resources, and opportunities to those in need.

We are seeking a Fundraising Manager to join the Wish Centre's Middle Management Team. The post will oversee key business functions to ensure efficient operations, support myself in developing and delivering the business plan, and manage planning, risk, business continuity, and information governance.

We are looking for someone who is passionate, innovative, and committed to our mission. If you are dedicated to making a difference and have the skills and experience we require, we invite you to join us in our journey of creating positive change.

If you need help with any aspect of the process, please contact our HR Manager: stephanie.sayers@thewishcentre.org.

I look forward to welcoming a dedicated and talented Fundraising Manager to The Wish Centre family.

Best regards,

Shigufta Khan
CEO, The Wish Centre

Fundraising Manager - The Wish Centre (BDDWA)
£30,000 - £35,000 per annum pro rata (depending on experience)

Location: Hybrid; Wish Centre, Business Development Centre, Eanam Wharf, Blackburn/home

Hours of Work: Part time 25 hours to be worked flexibly

Contract: Fixed Term for 2 years (extension funding dependent)

Reports to: CEO

Line Management Responsibilities: Yes

About Us

The Wish Centre has been delivering quality services to victims in the Blackburn & Darwen area for over 30 years. We provide specialist services to residents of the borough and support victims and their families to live lives free from abuse. Our programmes work is also delivered across Lancashire.

About You

The Wish Centre is seeking a dynamic and experienced Fundraising Manager to lead our fundraising efforts and develop strong relationships with supporters. In this pivotal role, you will drive a diverse fundraising strategy, oversee our charity shop, and manage a motivated team to meet and exceed income targets.

Key Responsibilities:

- Develop and implement a comprehensive fundraising strategy
- Lead and inspire a small fundraising team
- Cultivate donor relationships and secure major gifts
- Manage and promote annual fundraising campaigns and legacy giving
- Ensure compliance with fundraising regulations

Closing Date: 15th September 2024

To read more about the specific duties of the role, please see the full Job Description on the next page!





Job Description

Operating Principles:

The Wish Centre works to a number of principles & values when providing effective, personalised interventions for its service users, our overarching strategic theme is that We Listen, We Support, We Empower. These principles apply to all roles at The Wish Centre.

The Wish Centre has been delivering quality services to victims in the Blackburn & Darwen area for over 35 years. We are the commissioned domestic abuse service for Blackburn and provide specialist services to residents of the borough and support victims and their families to live lives free from abuse.

Job Purpose:

The Fundraising Manager will play a pivotal role in advancing The Wish Centre's mission by developing and leading an effective fundraising strategy. This role involves managing diverse income streams, overseeing the charity shop, leading a motivated fundraising team, building and maintaining relationships with supporters, community groups, businesses and ensuring compliance with regulatory standards. The post holder will be instrumental in increasing unrestricted income.

Main Duties:

Fundraising Strategy & Implementation:

- Develop and implement a comprehensive fundraising strategy to diversify and sustain income streams.
- Actively lead fundraising efforts to meet and exceed income targets in line with The Wish Centre's objectives.
- Oversee and manage the Wish Centre Charity Shop, including line management of the Charity Shop Manager.

Relationship/Network Development:

- Relationship Building: Develop and maintain strong, long-term relationships with current and potential supporters, corporate partners, and other stakeholders.
- Engagement: Create and implement personalised engagement plans for major supporters and partners, ensuring ongoing communication, recognition, and involvement in our mission.

Team Leadership & Development:

- Lead, motivate, and develop the fundraising team staff and volunteers, ensuring compliance with best practices and regulatory requirements.
- Ensure the team is well-trained and knowledgeable about fundraising techniques and strategies.

Campaign Management:

- Lead the planning and execution of fundraising campaigns/appeals/legacy and lotteries, both online and offline.
- Work with the Communications & Training Manager and Communications Assistant to promote fundraising initiatives.

Compliance & Reporting:

- Ensure all fundraising activities comply with the Charity Commission, Fundraising Regulator, GDPR, and the Data Protection Act 2018.
- Maintain accurate records of supporter information, including Gift Aid declarations.
- Monitor, evaluate, and report on fundraising activities, making necessary adjustments to meet objectives

Professional Conduct:

- Maintain professional relationships with colleagues and external partners.
- Act as an ambassador for The Wish Centre, embodying its values of care, respect, and collaboration.
- Ensure effective use of resources and adherence to organisational policies.

Person Specification

Qualifications

Essential

- Evidence of continuing professional development

Means of Assessment

Application/Interview

Desirable

- Undergraduate degree in a related field (e.g. Business or Marketing), or relevant experience

Application

Experience

Essential

- Proven experience in delivering successful fundraising campaigns within a busy fundraising environment.
- Experience in building and maintaining relationships with supporters, community groups, and businesses
- Demonstrated success in raising unrestricted income through diverse income streams
- Experience in maintaining and updating supporter and volunteer records/data
- Experience in record management system or electronic databases

Application/Interview

Desirable

- Experience working with a variety of stakeholders and partners, especially in the Third Sector

Application/Interview

Knowledge, Skills & Abilities

Essential:

- Knowledge of a range of communication tools and internet applications
- Excellent presentation skills and confidence to present to audiences of all sizes.
- Meticulous attention to detail with strong writing, editing, and proofreading skills
- Excellent interpersonal and communication skills
- Ability to work effectively with a diverse range of people, including stakeholders, partners, and service users
- Strong IT skills, including proficiency in Outlook, Excel, Word, and PowerPoint
- Ability to work independently, prioritize tasks, handle pressure, and make significant decisions
- Flexibility to meet tight deadlines

Application/Interview

Knowledge, Skills & Abilities Cont...

Means of Assessment

Desirable

- Knowledge of GDPR regulations as they pertain to fundraising
- Meticulous attention to detail with strong writing, editing, and proofreading skills
- Awareness of the latest trends in fundraising and adherence to Institute of Fundraising best practices
- Awareness of issues facing victims of domestic abuse

Application/Interview

Personal Skills

Essential:

- A proactive approach to the personal development of oneself and others
- Own or have access to a car for business use (and insure appropriately)
- To foster and maintain a culture of high standards and innovative ways of working

Application/Interview/
Assessment

Additional Requirements

- Eligible to work in the UK
- Full UK Driving Licence

Application/Interview

Application/Interview

This post is subject to a Disclosure and Barring Service check at an enhanced level. Amendments: This description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation. Equality Act 2010 Schedule 9 Part 1 applies.

How to Apply

Please note that we are not accepting CV's for this role.

To apply, please download [Sections A & B of our application form by clicking here](#) from our website

Once completed, please email both sections to stephanie.sayers@thewishcentre.org by 15 September 2024.

You will also find an applicants guide by clicking here: [Applicant Guide](#)

You should read this guide prior to completing the application form.

This post is subject to a Disclosure and Barring Service check at an enhanced level.

The Wish Centre is committed to promoting equality, diversity, and inclusion in all aspects of our work. We welcome applications from individuals of all backgrounds and identities.



Staff Benefits

Our staff benefits program reflects our dedication to nurturing a culture of care and support within our organisation. From health and wellness initiatives to professional development opportunities, we offer a comprehensive range of benefits designed to enhance well-being, promote work-life balance, and recognise the valuable contributions of our team members.

Below are some of the benefits available to our valued employees:

- Flexible working - core hours need to be covered by the staff team, but flexible working arrangements are in place and can be authorised by your line manager.
- Free onsite parking.
- Learning and development opportunities which are discussed with the employee in supervision and annual appraisal.
- 25 days leave, plus bank holidays (pro rata) together with an additional days leave for your birthday and a further day allocated once you reach 5 years service.
- Automatic enrolment to Westfield Health (private health insurance) which includes access to a 24/7 counselling line and high street discounts. Accessible for the employee and their immediate family members.
- Four free therapeutic sessions available via Lancashire Health and Wellbeing Centre per calendar year.
- Long service awards given at 10 years.
- Hybrid working offered for the majority of roles.