



Job Description and Person Specification

Position:	Fundraising Officer
Salary:	£25,463
Hours:	35 hours per week
Base:	Zion Community Centre, 339 Stretford Road, Hulme, M15 4ZY.
Reporting to:	Fundraising Manager
Accountable to:	Board of Trustees

Summary of main duties and responsibilities

To support the delivery of the fundraising strategy in line with Manchester Mind's beliefs and values and in a way that contributes to the Charity's strategic aims around developing undesignated funding streams, enabling the continuation and development of new valuable and viable projects. Working in a supportive and developing team, the post will involve working with staff, volunteers, individuals and charity partners.

Main duties and responsibilities

- Support the delivery of the fundraising strategy.
- To contribute to the development of different areas of fundraising in order to maximise fundraising income in the future.
- Develop and maintain good relationships with fundraisers, individuals and charity partners who wish to fundraise for Manchester Mind.
- Ensure that fundraisers are well supported and appreciated by Manchester Mind.
- To lead on or support events which promote Manchester Mind particularly with regard fundraising.
- Regularly research and review donations of existing and potential supporters to ensure that all opportunities to maximise income are taken.
- To ensure that Manchester Mind fundraising is present on social media platforms.
- To work with the Fundraising Manager and Marketing & Comms Manager to ensure that appropriate publicity and marketing materials are in place to support fundraising activity.
- If appropriate, identify and apply to trust funds in order to support projects and core organisation costs.
- To supervise the Fundraising Assistant to ensure that they are well supported and able to carry out duties to support the Fundraising Manager.
- To maintain the fundraising database and provide monitoring information when requested.
- To support the Fundraising Manager in working with colleagues particularly in Marketing and Comms, Training and Food For All to maximise cross-marketing opportunities.
- To work with colleagues in Mind in Greater Manchester to look at opportunities to maximise fundraising across the area.

General Responsibilities

- To ensure all fundraising activities reflect Manchester Mind's beliefs and values.
- To maintain a professional and confidential approach to work at all times.
- To actively participate in regular supervision sessions and team meetings as requested.
- To be willing to attend appropriate training courses as agreed with the Fundraising Manager.
- To contribute to the effective and efficient running of Manchester Mind through awareness of, and compliance with, policies and procedures, including Health and Safety.
- To ensure that all fundraising functions comply with General Data Protection Regulations.
- To create positive relationships and to treat all staff, volunteers and members of the public with dignity and respect, adhering to Manchester Mind's core aims and values, and equal opportunities and diversity statements and policies.
- To work outside of normal office hours if required to do so to meet the needs of the service.
- To carry out other duties as requested by the Service Manager or other senior member of staff.

This job description may be subject to joint review from time to time between the post holder and Manchester Mind, and as such is liable to amendment.

Person Specification

All person specification points are essential unless otherwise stated, and are specific to this post.

Knowledge and Experience

- Experience of involvement in, and development of, fundraising activities.
- Experience of being receptive to, and appreciative of, the skills, talents and perspectives of everyone.
- Knowledge of different areas of fundraising and how they work.
- Experience of setting up and managing projects in a way that is collaborative and involves others, and which is enabled by meaningful communication.
- Knowledge of the impact of mental health on individuals.
- Experience of recognising and building potential in others.
- Understanding of how it feels to listen and feel heard.

Skills and Personal Qualities

- Strong organisational and time management skills.
- Ability to see the value in building kind relationships.
- Ability to develop new areas of fundraising.
- Ability to work collaboratively.
- Good IT skills which will enable the management and interpretation of data for the benefit of Manchester Mind fundraising.
- Appreciation of working within Manchester Mind policies.

