# Fundraising Manager

**Department:** Fundraising  
**Location:** Newcastle upon Tyne  
**Reports to:** Head of Fundraising  
**Role Type:** Permanent, Salary Band 3  
**Hours of Work:** 37 hours per week, flexible.

## Role Purpose:
To support in the delivery of Traidcraft Exchange’s fundraising strategy with a key focus on growing supporter numbers and unrestricted income through engagement with new and existing audiences.

## Responsibilities:

### Income delivery
- Deliver against or exceed income targets agreed with the Head of Fundraising
- Proactively identify new fundraising opportunities, manage and develop new initiatives with a special focus on:
  - Business Partnerships
  - Challenge
  - Volunteer Programmes
  - Deepening supporter relationships
- To business plan and project-lead on assigned income streams and work closely with the Fundraising Marketing Manager and Head of Fundraising to deliver compelling propositions for new and existing audiences
- To deliver Fundraising support to other project-leads in order to reach business planned targets across Fundraising
- Support and encourage a co-ordinated approach across Fundraising/Campaigns/Supply Chain Services/Policy Unit/Programmes via networking and cultivation of meaningful relationships across both Traidcraft Exchange and Traidcraft plc.
- Spot and generate leads for other departments

### Line management:
- Manage and motivate direct reporting staff and/or volunteers in order to maximise on community and legacy giving opportunities
- Set individual performance objectives, carry out annual performance reviews, develop individual training and development plans, holding regular 1-1s and ensure information dissemination to staff and/or volunteers.

### Over-arching responsibilities
- To be a positive team member, setting a good example at all times
- To contribute to annual planning activities and promote joint working with Comms and Campaigns and Programmes in order to deliver integrated income generating activities
- Organise and deliver profile raising activities such as events when required

## Person Specification:

### You will be:
- A professional, enthusiastic ‘hands on’ fundraiser
- A charismatic and inspiring communicator and presenter
- A proactive networker with an ability to form new relationships quickly
- A confident and collaborative team player,
- Creative, insightful and analytical with the ability to spot new income generating opportunities
- A proven track record of securing significant new business

### You will have:
- Higher Education qualification
- Proven fundraising experience across a range of fundraising disciplines – 3 years+
  including corporate fundraising
- At least 1 year’s continuous management experience either of staff and/or volunteers
- Demonstrable track record in meeting fundraising income targets & KPIs
- Proven experience of recruitment and development of donors
- A thorough understanding of the principles of donor care and stewardship
- Ability to work on own initiative or across teams to deliver plans and results
- Ability to work under pressure and prioritise in a busy environment
- Ability for extensive and regular UK travel
- Excellent IT skills including Microsoft Office, database skills.
- Flexible attitude to changes in priorities / environment

### You may have:
- A personal commitment to trade and/or climate justice and a strong interest in developing world issues
- Experience of working with UK churches
- Ability to work from the London office regularly
- Raiser’s Edge experience
- Experience of working in an international charity setting
- Promote a culture of continuous evaluation and improvement
- Remain connected and informed into changes and developments in both the Fundraising Sector and regulatory environment
- Continually seek and act upon opportunities for personal development.
- Carry out other duties, which may or may not be related to the job, as reasonably requested by management.

Traidcraft Exchange is a Christian response to poverty. We welcome applicants from all faiths or none, but we expect that all staff members respect the Christian vision, ethos and culture of the organisation.

### Other:
Extensive regular UK travel is required for this role and so use of own vehicle is essential. This role may involve occasional international travel, potentially including travel to our overseas project locations.