

Job Title	Development & Relationships Manager (Fundraising)	Salary Grading	Project Leader	Status	Permanent
Reports to	CEO	Occupational Requirement	Active Christian Faith	Work pattern	Full-time (negotiable)
Job purpose	To enable the mission of Jesus Christ through leading and managing the development and associated fundraising activity of Crisis Centre Ministries.				
Key Responsibilities		Experiences and Qualifications		Job Dimension	
<p>Leadership</p> <ul style="list-style-type: none"> ○ Create and implement a development and fundraising plan that meets the operational needs and growth aspirations of the charity; ensure that it is agreed by the CEO and approved by the Trustees. Align and evolve this plan to enable the Charity Development Plan to be realized. ○ Be accountable for achieving the fundraising targets for each financial year, leading the team to meet or, better still, exceed them; provide regular reports on all activity and progress towards those targets. ○ Find innovative ways to engage with new and existing stakeholders and partners, proactively building those relationships (inclusive of individuals, organizations, trusts and foundations) in order to strengthen partnership and increase the charity's income and support for its work. ○ Lead and manage fundraising across a range of sectors inclusive of individuals, major donors, trusts, foundations, churches, corporate, community and digital fundraising representing CCM's values and strategy. ○ Create and evolve a compelling 'case for support' for the charity, its project areas and development aspirations working with colleagues across the organization to ensure that it is accurate and inspiring. ○ Develop CCM fundraising approaches in order to access new funding partners and donors and re-energize existing / former donors. ○ Lead the promotional activity of CCM to ensure that all communications and fundraising activities are engaging, coherent, consistent and topical. ○ Contribute to the overall direction and strategic development of the charity, ensuring that sustainable funding is integral to all plans. ○ Monitor and evaluate effectiveness of the fundraising and communication approaches and adapt them for greater impact. <p>Management</p> <ul style="list-style-type: none"> ○ Line manage, engage and develop the Fundraising and Communications team (staff and volunteers), promoting innovation and continuous improvement. ○ Manage department expenditure in line with the agreed budget and available resources (having contributed to budget setting). ○ Ensure compliance with Charity Commission regulatory advice and Fundraising Regulator guidance in all activities. <p>General Duties</p> <ul style="list-style-type: none"> ○ Christian pastoral care for colleagues within CCM. ○ To participate in, and sometimes lead, tasks and other activities that further the ministry of CCM from time to time, including those requested by the CEO. 		<p>Person Statement</p> <p>An inspirational communicator with a track record of successful charity development and fundraising, building fruitful relationships with partners. Has a sense of calling to serve the ministry through their skills and experience.</p> <p>Key Skills, Experiences and Qualities</p> <p>Essential</p> <ul style="list-style-type: none"> ● GCE A Level qualification(s) or equivalent. ● Minimum of 5 years' experience of development and relationship building gained in medium-sized charities. ● Inspirational verbal and written communicator, able to build lasting relationships through conveying the compelling stories of CCM, its work and its development aspirations. ● Skilled in developing inspiring, successful and multifaceted fundraising campaigns that support project growth and charity development. ● Capable of creating and delivering a fundraising strategy through networks, volunteers and a team. ● Evident team leadership and staff development skills. ● Motivated by exceeding targets. ● Positive, optimistic and resourceful when dealing with obstacles and change. ● High emotional intelligence; responsive. ● Planned and organized, able to manage their own and others' workloads whilst meeting the expectations and priorities of different stakeholders. ● Experience of using, and developing the use of, CRM database systems. ● Skilled and efficient in the use of IT and web packages. <p>Desirable</p> <ul style="list-style-type: none"> ● Understanding of CCM's client group and approaches to supporting them. ● Awareness of Bristol's church community. ● Familiarity with Charity Commission and public perspectives on ethical fundraising. 		<p>Team</p> <p>The Fundraising & Communications team serves the Crisis Centre by communicating the vision, development plans, needs, outputs and outcomes of the charity to current and potential funding partners, developing existing relationships and establishing new ones.</p> <p>Key Relationships</p> <ul style="list-style-type: none"> ● Line managed by the CEO, with regular review meetings to communicate on progress against planned objectives and developments. ● A full member of the Management Team led by the CEO. ● Work, in support of the CEO, with the Trustees of the charity to engage them in representing and promoting CCM's work. ● Line manager of the Communications Officer, Supporter Care Officer and the Grants Officer. ● To be a fully participative member of the staff team attending staff meetings, prayer times and times away. ● To work with individuals, organisations e.g. churches, businesses, foundations, trusts, academia and others, building relationships that provide for the immediate and future needs of the charity. ● To build good and supportive working relationships with the whole staff team. ● To positively engage with appropriate self-development and external training. ● To work alongside volunteers, supporting them in their roles and providing training where appropriate. 	