



WENTWORTH WOODHOUSE

♦ R O T H E R H A M ♦

Role Profile | Development Manager

Office Location | Wentworth Woodhouse, Rotherham, South Yorkshire, S62 7TQ

Length of Contract | Permanent role. 11 month annualised contract.

Hours of Work | 5 days out of 7

Responsible To | CEO

Role Purpose

As the Development Manager at WWPT, you will be responsible for creating and delivering an effective and ambitious fundraising strategy. Working with the CEO you will provide support on relationship management, converting relationships to opportunities. You will steward, support and strengthen our existing portfolio of donors and corporate supporters as well as developing new income streams to support the organisation's Mission, Vision and Values.

Working closely with the senior leadership team, you will identify new opportunities and strategies for income generation through public and corporate fundraising, sponsorship and the development of long-term partnerships. Working closely with the CEO you will develop relationships with high-net-worth donors, understanding that these relationships are extremely important to the work of the Trust and require careful management and attention to detail.

You will be a confident and capable relationship-builder at all levels, who can translate opportunities into income. Creative, strategic and organised, you will be an effective communicator and a strong team player, able to motivate both paid and volunteer staff. You will have a track record of driving new donor engagement, public campaigns and securing sustainable funding from trusts and/or high-net-worth individuals.

Role Duties

- Create and deliver a strategy of growth to include: -
 - Income forecasts.
 - On site, off site and online fundraising.
 - An annual programme of both large and small events.
 - The Made@, Grown@ and Crafted@ offer.
 - Membership.
 - Sponsorship, including corporate support and partnerships.
- Build and improve relationships with our current donors, supporters and customers, key suppliers and partners. Ensuring that they feel valued and appreciated.

- Identify potential new opportunities and cultivate relationships with supporters, gauging their needs and motivations.
- Work with senior leaders of the business to incorporate fundraising into all areas of the business strategy.
- Promote our offer as a Trust to new supporters.
- Prepare and deliver quality presentations to prospective supporters, creating and presenting content in a meaningful and compelling way.
- Inform and raise awareness of the Trust's work and the services we can offer.
- Be committed to resolving any issues promptly.
- Work internally with all departments to ensure the Trust meets the expectations of our supporters.
- Oversee internal fundraising efforts, ensuring that they align with the overall strategy of the Trust.
- Manage information and accountability for recording the profile and fundraising activity of donors and establish the use of the customer relationship management system (CRM).
- Motivate and manage your team, recruiting, organising and inspiring fundraising volunteers.
- Management of the fundraising budget, working with the Head of Finance to provide updated periodic budget reports.
- Develop and organise major fundraising campaigns in line with the overall WWPT strategy.

Person Specification

You will:

- Have experience of developing and delivering strategic initiatives.
- Understand the latest trends and techniques in fundraising.
- Enjoy and excel at connecting with people, internally and externally.
- Be an innovative thinker, with the vision to see and craft corporate opportunities.
- Be able to sell ideas, services and harness support and sponsorships.
- Possess a strategic and creative mind, with a strong work ethic.
- Have excellent verbal and written communication skills.
- Have excellent time management skills.
- Possess strong leadership qualities to lead a small but growing team.
- Have strong IT skills and knowledge of necessary software applications including, but not limited to, Microsoft Office and Salesforce.
- Have the ability to motivate yourself and others.
- Have the flexibility to meet the requirements of the role and the commitment to deliver on the projects you are managing.

Please see the criteria expected of the role below. As part of your application, please note these and explain how you meet and exceed them.

Factor	Criteria	Essential or Desirable
RELEVANT EXPERIENCE	<p>Experience of Third sector and charitable operations.</p> <p>Proven record of creating and developing relationships with key stakeholders and donor partnerships.</p> <p>Experience of confidently presenting to stakeholders and commercial contacts.</p> <p>Proven record of creative and innovative thinking to devise new opportunities.</p> <p>Experience working with multiple departments to achieve a common goal.</p> <p>Experience of working with volunteers.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
QUALIFICATIONS	<p>Qualified by experience demonstrating continuing professional development or educated to degree-level in a related subject.</p>	<p>Desirable</p>
PERSONAL ATTRIBUTES	<p>Ability to show initiative and problem-solve in a fast-paced environment.</p> <p>Ability to multi-task and manage your workload effectively.</p> <p>Must show discretion and trustworthiness due to the information that you will be party to.</p> <p>Highly organised with a keen eye for detail.</p> <p>The ability to be pro-active and take initiative.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

	<p>Positive approach and ability to work as part of a team.</p> <p>Essential</p> <p>First class communication skills both written and oral</p> <p>Essential</p>	
WORK CIRCUMSTANCES	<p>Able to work flexible hours, including evenings, weekends and Bank Holidays.</p> <p>Essential</p> <p>Awareness of the implications of social media in a workplace.</p> <p>Essential</p>	

Thanks to National Lottery players

