

**MENTORING PLUS BATH AND NORTH EAST SOMERSET LTD.**

**Job Description**

Job Title Fundraising Manager

Purpose Driving the generation of charitable and revenue income supporting our work against agreed targets. Managing part-time events, community and grants fundraisers and communications freelancer to pursue agreed strategy. Networking with partners and stakeholders. Stewarding and developing key donor relationships with individuals and businesses.

Responsible to CEO

Contract Permanent PAYE c. 22.5 hours per week. Office based with scope for occasional remote working. Some out of hours work required (for which TOIL is given). Scope for hours flexibility e.g. during school holidays.

Location: Bath based (free onsite parking) with scope for some hybrid working. Some local travel involved (expenses paid)

Salary: From £16/hr (£32.2k FTE) dependent upon experience

**The organisation:** Mentoring Plus is an award-winning community charity supporting children and young people across Bath & NE Somerset who are struggling with education, family difficulties or emotional wellbeing. Our vision is a world where all young people feel safe, feel heard and feel hopeful for their future.

Our charitably funded work provides trained volunteer mentors and skills-building group activities to help young people feel happier, stay safe, engage with education and reduce risk-taking behaviour.

Young people choose to engage with mentoring even when all other interventions fail. Since 1998 we’ve enabled our community volunteers to support over 2,000 children and young people to feel more confident, improve their wellbeing and pursue positive new interests and pathways.

We’ve held a local authority commission for early help volunteer mentoring since 2005. We’re building a professional mentoring practice to support higher-need young people, and in 2018 won a second commission to support students at risk of school exclusion, renewed in 2025. We also provide open-access youth clubs 2 nights per week.

**The rationale:** Mentoring Plus currently raises about half its income through charitable sources, and with demand at an all-time high, we’re ambitious to deliver more support.

The charity has a strong record of winning funds from grants and trusts and community sources, and maintains comprehensive impact data, assets and information resources to share with funders.

We’re now looking for an energetic fundraising professional keen to help shape our future by taking our fundraising forward, planning and implementing effective events and campaigns supported by persuasive communications across all channels.

**Role profile:** You’ll be at the heart of a small, friendly and committed team and working to maintain and build charitable income from all sources. This role needs your creativity, knowhow, planning skills, networking and team co-operation to really make a difference to young people in our region.

With support from the whole team and leadership group, you’ll apply your relevant skills, experience and management strengths to planning and implementing an agreed strategy across all funding sources, taking personal responsibility for fundraising from individuals and businesses.

You’ll help build and maintain relationships with key donors, representing our work and ensuring young people are heard. You’ll ensure we’re accountable for our impact with effective impact reporting and evaluation. You’ll help shape a multi-channel communications strategy in the best interests of our beneficiaries. And you’ll support the implementation of new and developing earned income streams in support of our work.

We’re supported by a skilled Trustee board offering practical help, advice and scrutiny, and our working environment is fully committed to flexibility and personal development, including appropriate training and wellbeing support.

**Job description**

*Team and delivery management*

* With the CEO and leadership group, enhance and implement a revenue development strategy across charitable and earned income sources to meet the needs of an organisation with growing service demand
* Have ownership of meeting fundraising targets across grants & trusts, individual donors/fundraisers, corporate donors and community groups
* With project leads, identify new sources of earned income from valued service delivery aligned to our mission and support their implementation
* Working with team members and freelance resources, steer communications with our community across key channels in support of fundraising, awareness raising and volunteer recruitment
* Represent the organisation with external stakeholders and audiences (out of hours work will be involved, usually in the Bath area, for which TOIL is taken)
* Ensure accurate records are maintained on our Donorfy CRM, using information for planning, stewardship, campaign evaluation etc
* Contribute to organisational management, strategy, staff wellbeing and safe and effective project delivery as a member of the leadership team.

*Corporate and individual fundraising*

* Plan and implement campaigns and build long-term individual and corporate donor relationships to meet an agreed fundraising target, in accordance with our ethical fundraising policy
* Identify and build relationships with charity decision makers in local businesses, community and network groups, and key local individual donors
* Build relationships with potential and existing donors to understand their giving preferences and seek one-off or regular donations, gifts in kind and volunteer promotion opportunities
* Identify in-kind support opportunities including individuals and businesses providing ‘unbuyable’ experiences for other potential donors
* Support community events fundraiser to deliver fundraising events aligned with interests of individuals and businesses
* Report and reflect on outcomes of campaigns, events and donor relationships.
* Work with the wider fundraising team, trustees and volunteers to research and develop networks of potential supporters
* Work with the freelance communications lead to keep individual and corporate supporters informed of the impact of their generosity.

*General responsibilities*

* Promote the values and ethos of Mentoring Plus at all times
* Understand and follow the policies and procedures of Mentoring Plus, with a particular emphasis on child protection
* Promote and encourage the participation and empowerment of young people, ensuring their voice is heard and acted upon wherever possible
* Support the financial sustainability of the charity by undertaking any other duties within the scope of the role.

**Person Specification**

*Qualifications and experience*

* Educated to degree level **OR** equivalent qualifications / relevant experience
* At least 3 years’ experience of charity fundraising in a similar role **or** equivalent and transferable experience in another sector (e.g. sales and marketing)

*Essential knowledge and capabilities*

* Good strategic, analytical and evaluative skills including ability to develop innovative strategies and campaigns
* Ability to work systematically and thoroughly in identifying opportunities and preparing relevant funding requests
* Excellent interpersonal skills, ability to motivate team members and build effective working relationships at all levels
* Strong written and verbal communication skills
* Sound numeracy and ability to prepare and present information (e.g. funding project budgets, impact reporting data) using Excel
* Local, regional and national networks of relevant influencers, organisations and potential income streams
* Proven organisational, project management and time management skills
* Confident user of MS Office applications
* Proven ability to work on own initiative; meet objectives and tight deadlines under pressure
* Full UK driving licence, access to a car, business insurance and willingness to transport self, colleagues, volunteers or young people throughout the county as necessary (expenses paid)

*Mentoring Plus is committed to maximising inclusion irrespective of age, gender identity, heritage, ethnicity, background, life experiences, disabilities, learning difficulties, lifestyle, beliefs etc, provided that individuals are able to meet the requirements of the role with appropriate support. We operate a strict equal opportunities policy for both adults and young people. Our central Bath premises have parking and are wheelchair accessible.*

*Safer Recruitment procedures will be followed including an enhanced DBS check and employment references taken and verified.*