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**Fundraising Manager**

**Accountable to: Head of Development**

**Responsible for: Fundraising**

**Hours: 37 hours**

**Location: LSESU & SUARTs, Central London**

**JOB PURPOSE**

1. **To generate income through fundraising activity**
2. **To contribute to the organisation fundraising strategy**
3. **To manage the Fundraising Assistant**

**KEY RESPONSIBILITIES**

**Income generation**

* Raise funds across a range of income streams including corporates, charitable trusts, sector funds and internal funding pots
* Research and identify new funds, both within the Universities and externally
* Identify relevant organisations & partners, aligned to SUARTS & LSESU needs to support a range of Union activity
* Maintain and develop relationships with relevant external organisations on a marketing and/or PR basis
* Maintain and grow a client database tracking repeat business and funding trends
* Responsible for researching, writing and managing successful funding/grant applications and proposals to funding bodies and individuals
* Identifying and securing new partnerships across a range of SU opportunities and services to generate financial and non-financial resource
* Responsible for reaching financial targets through sales and fundraising
* Responsible for bringing in sponsorship and securing beneficial partnerships that enable *Made in Arts London* to hit it’s financial targets
* Developing proposals and systems for selling space at SU events including the freshers fair
* Liaison with University Departments ensuring good working relationships are maintained and maximised
* Manage relationship between, and monitor income from partner marketing agencies
* Responsible for monitoring and evaluating the client database
* Responsible for monthly reporting on income against targets and producing an annual fundraising report
* Responsible for actively marketing Union projects to potential funders

Strategic and financial development

* Contribute to the development of the fundraising strategy for the Union
* Contribute to the development of budgets relating to fundraising and partnerships
* Developing, implementing and reviewing new fundraising initiatives for commercial and non-commercial areas
* Work with Sabbatical officers to ensure funders are aligned with student interests and reflective of our diverse student bodies

People management

* Performance manage and support the Fundraising Assistant in accordance with Student Union processes
* Set targets and manage outcomes of the Fundraising Assistant and student staff in line with the operational plans
* Responsible for the personal and professional development of the Fundraising Deliver staff development and skills training for the Marketing Assistant

**GENERAL DUTIES**

In addition, all staff have the following general duties laid out in their job descriptions:

* To deliver and develop targets outlined in the Union’s strategic plan.
* To contribute and assist in the Union’s planning processes and the review of its performance and systems.
* Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
* To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
* To undertake your own typing, filing, photocopying etc.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.
* A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
* Where you are required to work with volunteers you must support and manage them appropriately in line with the Students’ Union volunteer policy
* Environmental consideration and environmental best practice is the responsibility of all Students’ Union staff

Any other tasks that would be deemed suitable within this role as directed by line manager