



Support with Compassion and Understanding. Registered Charity 1135443

HOPE Charity Partnership and Fundraising Manager Job Description

Main tasks and responsibilities:

The role is a varied one, but the main areas of responsibility will initially be balanced as follows:

Voluntary fundraising and income generation:

- Working with the Business Development Manager (BDM) to drive forward the income generation approach and strategy to increase the level of voluntary income to agreed budgets and targets where defined.
- Develop relationships with individuals and businesses to encourage support and increase voluntary giving activity.
- Remain vigilant for developments in the local business, voluntary giving, trust and foundation sector that might provide opportunities for developing HOPE's funding base and lead on subsequent bids.
- Carry out research to make effective funding applications.
- Act as the first point of contact for specified funding agencies and individuals.
- Develop a 'friends of' or membership structure within HOPE.
- Develop and keep up to date a database for communicating with training opportunities, donors, members and partners to generate income and raise awareness of HOPE, ensuring compliance with General Data Protection Regulations legislation.
- Attend meetings, conferences and events pertinent to trust, foundation and other relevant sources of funding.

Communications, marketing and publicity:

- In conjunction with the BDM develop and deliver a communications approach to raise awareness of HOPE and trauma bereavement and witness support generally.
- Co-ordinate the management and administration of case studies, statements of support, quotes, photographic, video and other materials for use in communications.
- Administer and keep up-to-date social media pages and produce funding related content for the HOPE website. Support the development of these resources to maximise their effectiveness and impact.
- Produce and administer an agreed range of communications materials including a supporter newsletter to maintain and enhance relationships with businesses, voluntary givers and other supporters.
- Assist in the production of press releases when required.
- Promote cross service development and commercial opportunities.
- Identify opportunities for awards and apply for these as appropriate.

Leadership and Management:

- To be an active and effective member of the HOPE Team.
- Contribute to the development of the HOPE Strategy and to the annual service planning process.



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- Keep abreast of local and national developments in bereavement and trauma witness with regard to the Charity's Constitution, and to identify new opportunities for HOPE in line with its aspirations.
- Develop a network of partners and providers to promote development opportunities across South Yorkshire and eventually the wider region. This will include developing creative and workable partnership arrangements.
- Give informed talks and presentations to a variety of audiences as required.
- Work with the Business Development Manager and appropriate third-party agents on the renewal or re-tendering of existing contracts.

Internal:

- Keep effective records of funding bids, reports and communications with trusts, foundations, businesses and voluntary givers, in accordance with GDPR.
- Assist in the production of reports for management groups, Board and subcommittees.
- Assist in inducting, training, supporting and occasionally line managing volunteers taken on to support funding, contracts and communications.
- Promote the values, behaviours and ethos of HOPE.
- Promote the possibilities for empowerment of service users.
- Undertake any other reasonable duties as and when required.