

JOB DESCRIPTION			
Job Title	Fundraising Manager	Job Holder	Vacant
Author	Beth Baker	Date Created	August 2023

OUTLINE DESCRIPTION OF THE ROLE
<p>TreeSisters vision is to ethically expand the green cover of our world. Our mission is to work with trees and their communities for the planet to survive and thrive. Our activities focus on Restoration and Education whilst building gender equality into everything we do. We work to empower women globally by championing them in the environmental sector and pushing for change by working with planting partners with a workforce that includes and values women. We want the world to reconnect with nature so that we can protect and restore our planet.</p> <p>As Fundraising Manager, you will be working on the whole mix of Fundraising streams. Supporting the Head of Income Generation with implementing the Fundraising Strategy for TreeSisters to make sure we have the finances to achieve our organisational objectives. You will play an integral role in planning and implementing fundraising campaigns alongside the Head of Income Generation, ensuring we have a stable funding pipeline. Your main focus will be individual giving, including donor development, community based fundraisers and events such as festivals, developing a legacy strategy and helping to write foundation and trust applications. You will ensure that all activities are ethical, compliant and adhere to the relevant codes of practice.</p> <p>This role would suit someone who has a fundraising qualification or generalist fundraising experience, desirably within the environmental field (or with a keen interest in this field) and who has a passion to develop their skill set across the fundraising mix.</p> <p>You will report to the Head of Income Generation.</p>

RESPONSIBILITIES	
1	<p>Fundraising streams and Donor Management</p> <ul style="list-style-type: none"> ● Responsibility for developing individual giving through all channels with a specific focus on planning and delivering community based Fundraisers and events ● With the Head of Income Generation and the Marketing team, develop digital fundraising campaigns including writing content when required ● Develop new ideas for Donor development and engagement ● Represent TreeSisters at events, speaking on behalf of the Organisation as required
2	<p>Fundraising development</p> <ul style="list-style-type: none"> ● Planning and developing Legacy fundraising ● Writing Foundation and trust applications in collaboration with the Head of Income Generation ● Research fundraising opportunities and potential major donors and prepare proposals ● Manage relationships with funders and donors and ensure that all donor journeys are excellent ● Being fully aware of all fundraising legislation and ensuring protocols are adhered to at all times ● Support Head of Income Generation with stewardship and reporting to major donors ● Ensure that the Salesforce CRM is kept updated and all data is input accurately
3	<p>Working with other Departments and Stakeholders</p> <ul style="list-style-type: none"> ● Working closely with the Marketing department to coordinate support and campaign materials and Event fundraising ● Working closely with the Education and Restoration teams and all other stakeholders to ensure powerful and accurate fundraising messaging ● Motivating the team to ensure all fundraising opportunities are identified and utilised
4	<p>Other duties</p> <ul style="list-style-type: none"> ● Adhoc fundraising duties as and when required, including deputising for other team members in their absence

SKILLS AND EXPERIENCE Unless otherwise noted as <i>desirable</i> , all skills are <i>essential</i> .	
1	Qualifications and experience <ul style="list-style-type: none"> ● Fundraising qualification or experience within the Industry ● Membership of the Chartered Institute of Fundraising (desirable) ● A proven track record in fundraising roles within the voluntary sector ● Desirably experience within the environmental field (or with a keen interest in this field)
2	Personal qualities and skills <ul style="list-style-type: none"> ● Takes ownership and possesses a flexible 'can do' mindset ● A people person with strong collaboration skills ● Excellent communication and interpersonal skills ● Experience in managing stakeholder relationships ● A track record of developing and maintaining successful working relationships
3	Fundraising and Donor management experience <ul style="list-style-type: none"> ● Proven track record of fundraising particularly in Community event based fundraising and Individual giving ● Experience of CRM and donor platforms (ideally, Salesforce) ● Experience of proposal writing and donor communications ● Skilled in writing successful Trust Fund and Grant applications ● Demonstrable experience in Donor Stewardship ● Legacy fundraising experience (desirable)
4	Organisational skills <ul style="list-style-type: none"> ● Organised and methodical worker who enjoys setting up clear, easy to use processes ● Excellent written and verbal communication skills ● Ability to prioritise workload and meet deadlines ● Project management skills with the ability to monitor and evaluate projects ● Outstanding presentation and IT skills ● Experience of remote working (desirable)