Northamptonshire Rape Crisis provides free and confidential trauma informed counselling and emotional support, advocacy and a range of other support services. See [www.northamptonshirerapecrisis.co.uk](http://www.northamptonshirerapecrisis.co.uk) for further details.

Closing Date for Applications: **20th November 2019 3pm**. Interviews will take place week commencing the 25th November 2019. If you have any queries about this position, please contact NRC on 01604 250721.

Contract type: Permanent – 22.50 hours per week – flexible working considered

Start Date: January 2020

Salary: £27,300 - £31,200 pro rata subject to experience

Pension: 5%

Reports to: CEO

Key internal relationships: CEO, NRC staff, volunteers and trustees

Key External relationships: Northamptonshire Borough & County Councils

Other local victim support organisations

Local business partners

**Our Vision:** “*All survivors of sexual violence receive the support they need, when they need it, for as long as they need it”*

**Decision making principles:** *“We balance the needs of the client, the team and the organisation in every decision we make in order to provide the best service we can for survivors”.*

**About You**

We are seeking an experienced fundraising manager to join our team who will be passionate about implementing the strategic priority in relation to corporate, community and individual donors ensuring that NRC can continue to deliver support to meet the needs of those who have been affected by sexual violence across Northamptonshire.

You will be an ambitious and enthusiastic fundraising professional, who is flexible and target driven and has an ability to recognise new opportunities and develop existing relationships to deliver against our 3 year strategic priorities. You will have a great understanding of community and fundraising events and an ability to network with corporates and build relationships with supporters.

You’ll be excited by the opportunity to join NRC and to work in a varied and busy role within a collaborative and supportive environment.

**Job Summary**

* Maximise income generation through grant applications, community fundraising, individual donations, events, and corporate sponsorship
* Meet financial targets and assist in the charity’s growth.
* Develop and implement the fundraising strategy in line with the Strategic Plan.
* To contribute to the development of the organisation.
* Achieve agreed annual income targets and maximise voluntary income opportunities.
* Network & support key relationships such as Charity of the Year and grant funder relationships.
* Maintain complete donor records and complete bi-monthly activity and income reports.
* Funding applications and reporting for all potential income.
* Develop a communications strategy with individual donors ensuring that all communications are inspirational, relevant and compelling to optimise donations.
* Liaise with our social media company regarding our presence and promotions on all platforms.
* Recruit participants for third party events – supporting and developing their fundraising potential.
* Maintain a calendar of key relevant dates e.g. world mental health day, sexual health week.
* Presentations to stakeholders and service users.
* Represent NRC in the local media.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Knowledge, Skills, Experience and Abilities** | **Essential** | **Desirable** |
| A proven track record of raising funds in a community setting  or related discipline (PR, sales, marketing, project management) | x |  |
| Female post holder \* | x |  |
| Good knowledge of the mental health sector and sexual abuse. |  | x |
| Proven accomplishment of strong communication and presentation skills with the ability to produce persuasive correspondence to secure support for fundraising. | x |  |
| Self-motivated with the ability to prioritise own workload and work under pressure whilst also being able to take direction from senior management and trustees. |  |  |
| Proven track record of delivering organisational outcomes | x |  |
| Experience of organising fundraising and delivering successful promotional events | x |  |
| Time Management | x |  |
| Numerate | x |  |
| Ability to initiate and organise projects through to completion | x |  |
| Able to work on own initiative and as part of a team | x |  |
| IT Skills – social media platforms, infrastructure, Microsoft Office Word, Excel and PowerPoint | x |  |
| A “Can do” positive attitude and proactive approach | x |  |
| Full driving licence and own vehicle | x |  |

The job description reflects the major tasks to be carried out by the post holder but in the interests of effective working, these tasks may be reviewed from time to time, reflecting the organisation’s changing needs and circumstances.

As NRC works with young people and vulnerable adults, all staff and volunteers are expected to be familiar with and comply with NRC’s code of conduct, safeguarding, confidentiality, health and safety and equal opportunities policies.

Appointment to this post will be subject to a satisfactory enhanced DBS check and references.

Please email your CV and supporting letter to admin@northamptonshirerapecrisis.co.uk