

Job Description	
Job Title	Grants and Commissioned Services Fundraising Manager
Salary Range/Grade	D
Job Location	Home based, with occasional travel
Hours Per Week	37
Reports To	Head of Relationship Fundraising
Responsible For	<p>Initially, the role will focus on settling into the organisation and understanding its operations. After this period of settlement, the role will have management responsibility for the following team members:</p> <ul style="list-style-type: none"> • 2 x Grants and Trust Leads • 1 x Grants Officer <p>The exact timeline for assuming these responsibilities will be determined in collaboration with the senior leadership team to ensure a smooth transition and effective onboarding.</p>
<p>The Grants and Commissioned Services Fundraising Manager at Spurgeons will manage the wider relationship fundraising team and lead/support research, development, and management of commercial bids, grant applications and proposals, as well as support our legacies work. The position will play a pivotal role in ensuring the Fundraising Team meets its overarching goals to grow Spurgeons voluntary income to circa £5,000,000 and to increase Spurgeons Family Hub reach to the whole of the UK, whilst maintaining an internal team culture of being proficient, relationship led, data informed, transparent and responsible.</p> <p>The role will work alongside colleagues across Spurgeons to ensure that funds are raised that can be used to improve the lives of vulnerable children and their families. This role requires a strategic thinker with excellent interpersonal skills and a track record of developing grants and managing donor compliance with Spurgeons grant-funded programmes. This position nurtures and supports our culture of a Spurgeons team that is unified as one and exclusively focused on assisting children, young people, and families by supporting and strengthening our cultural goals, core values, and Christian ethos.</p>	
General Description	
Task	
<ul style="list-style-type: none"> • Manage the Fundraising team and work collaboratively to implement Spurgeons' grant and commissioned services strategies aimed at increasing income and achieving agreed fundraising goals, including overseeing Spurgeons' legacy strategy. • Exhibit strong teamwork by managing the fundraising team and communicating effectively with management, funders, service users, and colleagues. Collaborate within the team to deliver high-quality work with consistent messaging, on schedule, and within budget. 	

Job Description & Person Specification

<ul style="list-style-type: none">• Effectively communicate our services, mission, values, and goals through compelling and engaging applications and proposals.
<ul style="list-style-type: none">• Oversee and manage proposal writing, ensuring the quality of all bids submitted through meticulous proofreading and editing
<ul style="list-style-type: none">• Support and provide oversight of the pre-positioning planning and engagement for Major and Mid-level donors
<ul style="list-style-type: none">• Identify, profile, and approach suitable donors, including corporate foundations, to develop income-generating relationships. Ensure alignment between their objectives and ours, both as an organisation and for the project for which we are seeking funding.
<ul style="list-style-type: none">• Share information across Fundraising, and other departments as required to highlight Spurgeons income needs and showcase the incredible work we deliver for children and families.
<ul style="list-style-type: none">• Oversee Spurgeons' Grant Health Tracking process, collaborating with the Fundraising team and other departments to ensure efficient donor reporting and timely issue resolution for grant-funded programs.
<ul style="list-style-type: none">• Support services to identify the need for funding in order to meet the needs of our current or potential service users and provide advice and support to colleagues in submitting locally managed funding applications and proposals, and projects.
<ul style="list-style-type: none">• Ensure excellent stewardship of all monies held by Spurgeons to deliver grant/trust/corporate funded activity, reporting to funders as required and building excellent relationships with them to uphold our reputation.
<ul style="list-style-type: none">• Maintain accurate and current records in internal reporting systems on Raisers Edge. Utilise Raisers Edge and other reporting tools, as needed, to ensure the availability of detailed and precise reports and KPI data.
<ul style="list-style-type: none">• Take responsibility for your own performance, regularly identifying areas for improvement, engaging in monthly one-to-ones, participating in appraisals, pursuing learning opportunities outlined in your personal development plan, and attending external training and network events.
<ul style="list-style-type: none">• Ensure compliance with the Code of Fundraising Practice, GDPR and monitor changes in legislation to ensure compliance at all times.
<ul style="list-style-type: none">• Stay updated on industry trends, best practices, and emerging technologies to continually enhance and refine Spurgeons approach to grant fundraising.
<ul style="list-style-type: none">• Represent Spurgeons at information events, conferences, and meetings in relation to bid development, seeking funds and fundraising more generally as needed and attend and participate fully in organisational conferences and meetings as required.

- Ensure programme management/reporting and donor relationship management are handed over to appropriate team members.

What you will have achieved by month 3

- Developed internal relationships.
- Understood work we do/services we deliver and visited some.
- Understood where the fundraising strategy fits into the organisational strategy.
- Completed a detailed review and understanding of Spurgeons fundraising strategy and be in a position to implement this as part of the Fundraising team.
- Completed essential online training.
- Read and understood policies and procedures
- Attended Spurgeons 'Introducing our Ethos and Values' workshop.
- Established a strong working relationship with the Fundraising team.
- Began implementing Spurgeons' grant and commissioned services strategies.
- Developed and submitted initial applications and proposals, ensuring they were compelling and aligned with Spurgeons' mission and values.
- Started overseeing and managing proposal writing with meticulous proofreading and editing.
- Began identifying and profiling suitable donors, including corporate foundations.
- Initiated contact with potential donors to develop income-generating relationships.
- Initiated the Grant Health Tracking process and started collaborating with the Fundraising team and other departments.

What you will have achieved by month 6

- External funder relationships.
- Successfully completed probation and probationary review meeting
- Have developed a robust and collaborative approach to working with and managing members of the Fundraising team.
- Provide a useful and efficient reporting mechanism to the Head of Relationship Fundraising and the Director of Partnerships and Development on a regular basis.
- Showed progress in increasing income through implemented strategies.
- Delivered high-quality, consistent messaging in all communications and proposals.

	<ul style="list-style-type: none"> • Ensured all bids submitted met the highest quality standards. • Supported and oversaw the pre-positioning planning and engagement for Major and Mid-level donors. • Established and built relationships with key donors, ensuring alignment with Spurgeons' objectives. • Collaborated with services to identify funding needs and supported colleagues in submitting funding applications. • Ensured excellent stewardship of grant/trust/corporate-funded activities and maintained positive relationships with funders. • Regularly reviewed own performance, engaged in one-to-ones, and participated in appraisals. • Pursued learning opportunities and attended external training and network events.
<p>What you will have achieved by month 12</p>	<ul style="list-style-type: none"> • You will be able to demonstrate significant improvement in grant income as evidenced by strong/consistent engagement with colleagues and wider audiences. • You will have developed strong working links across Partnerships and Development with other 'Heads of' • Achieved or exceeded agreed fundraising goals and income targets. • Demonstrated significant progress in Spurgeons' grant and commissioned services strategies. • Led the Fundraising team effectively, fostering a collaborative and productive work environment. • Maintained high standards in proposal writing and donor communications. • Represented Spurgeons at events, conferences, and meetings, effectively advocating for funding and support.

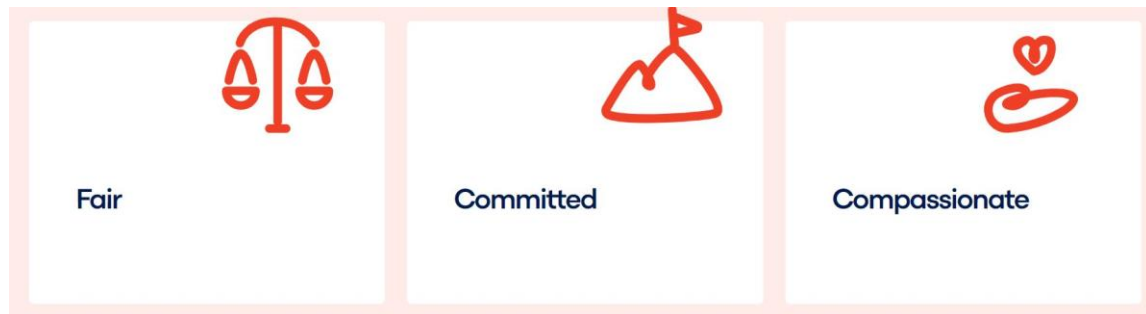
Type	Description	Essential/ Desirable
Qualification(s)	<ul style="list-style-type: none"> A degree in fundraising, nonprofit management, communications, marketing, public administration or equivalent combination of education and related experience 	E
Professional Registration	<ul style="list-style-type: none"> Membership of the Chartered Institute of Fundraising 	D
Experience	<ul style="list-style-type: none"> A track record of generating income with a return on investment (ROI) of circa 1:10 based on salary. Experience of researching prospects and developing a pipeline Experienced in writing strong, emotive, persuasive copy for bids and proposals Experienced in developing mutually beneficial partnerships with key internal and external stakeholders Experienced of reporting, planning and budgeting – in particular business intelligence (power BI) Ability to work flexibly, manage multiple projects, manage competing priorities and meet deadlines Demonstrates an excellent level of stewardship Ability to interpret trends and to identify opportunities Understanding of a fundraising CRM platform and ‘moves management’ of grant-based funding. Comfortable in a fully remote/agile/cloud-based reporting environment. 	E E E E E E E E E
Skills	<ul style="list-style-type: none"> Excellent written communication with the ability to write engaging and emotive copy Exceptional verbal communication style to engage with internal and external stakeholders Excellent interpersonal skills including problem solving, negotiating, team working Ability to build effective working relationships within the organisation and with partners/donors Strong analytical, interpretative, evaluative and organisational skills Proactive and target driven. Comfortable being in a high performing, target driven environment. Proficient time management skills, including multi-tasking and prioritising competing demands Attention to detail, including proof reading and editing skills 	E E E E E E E E

	<ul style="list-style-type: none"> • Proficient IT skills in word processing, spreadsheets, websites, PowerPoint and email. Spurgeons uses Microsoft Office applications 	E
Knowledge	<ul style="list-style-type: none"> • Strong knowledge of best practice fundraising techniques and commercial/business awareness • Knowledge of children, young people and / or social care sectors, Child protection and safeguarding issues, including Safeguarding and Child Protection policies, procedures and systems 	E D
Additional Requirements	<ul style="list-style-type: none"> • A genuine interest in and commitment to Spurgeons' work, as a Christian children's charity, and the ability to identify with and reflect our charitable values of compassion, inclusion and hope. • Regular regional and national travel. • A UK driving license holder with access to a car for work purposes • A flexible approach to working hours is required due to possible travel in support of colleagues and service users. This includes occasional weekend and evening work. 	E E D E
Personal Qualities	<ul style="list-style-type: none"> • Approachable • Articulate • Confident • Conscientious • Continuous learner • Creative • Detail orientated • Diplomatic • Good listener • Information seeker • Independent • Persuasive • Proactive • Self-motivated 	D D D D D D D D D D D D D D

What We Expect From You

Our Values:

Everything we do is driven by our values which define who we are and how we work together to support children, young people and families. Our values are at the core of everything we do.



Our Behaviours:

We have certain expectations of your interactions with our colleagues, our partners, children and the general public. We would expect that you exhibit these behaviours as an employee of Spurgeons.

- Put children and young people first in everything we do
- Respect and value every individual
- Listen to understand without judging
- Be open and honest with kindness
- Persevere to be our absolute best and do what we say we will do
- Bring out the best in each other as we work together for the right result

Safer Recruitment & Employment Policy:

As part of Spurgeons Safer Recruitment & Employment Policy, any appointment to this role will be subject to the completion of a DBS application and obtaining satisfactory references.

Equal Opportunities For All:

We actively encourage applications from a broad and deep range of backgrounds and experiences. We are a Disability Confident Employer.

