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**Fundraising Engagement Manager**

Location: Belfast and throughout N.Ireland

Salary: Negotiable depending on experience

This is a broad role with the opportunity to learn, grow and develop. We anticipate the Fundraising Department will grow and evolve under your leadership. This is an exciting opportunity for the right person to use their supporter/customer care, fundraising/business development and organisational skills to build vital relationships within the local community and make a real difference.

PIPS Charity delivers Suicide Prevention and Bereavement Support Services, Counselling and Complimentary Therapies across Belfast and throughout Northern Ireland.

The organisation began, and very much remains, a community led organisation with a strong grass roots led ethos to suicide prevention and self-harm. Our aim is to meet the demands and needs of families and individuals in our community.

**We need you to be a big thinker, curious, and resilient. We need you to be committed to making a better world for people living with mental ill-health.**

This is our time to make a significant impact to the outlook for people who are living with mental un-wellness and fundraising/business development will be at the heart of delivering this change…. Are you joining our team?

**The Role**

We are recruiting for a Fundraising Engagement Manager to develop, lead, deliver, monitor, and evaluate our fundraising strategy, with a particular focus on achieving income-generated targets to match the organisation’s ambitions for its future service delivery.

A key part of this role will involve building new, and maintaining existing relationships with key stakeholders and businesses across the island of Ireland and proactively developing lasting partnerships that will provide additional income for our work, improving the wellbeing of people in our communities. They will also be supporting the strategic development of PIPS Charity.

The post holder will require access to a car, with Business insurance, or other means of transport to fulfil the travel requirements of the role. The role will involve evening and weekend working and requires an individual who can be flexible and adaptive to meet supporter’s needs.

**The Person**

You will be a confident communicator and have a collaborative approach to working with internal and external stakeholders, with the ability to influence others.

**Experience within a similar role, or the charity sector would be great, but if you think you have skills that would transfer from another charitable role to this role, we’d love to hear from you too.**

**Summary of Main Duties and Responsibilities**

**Corporate Fundraising**

* Maintain and expand the current income generation of PIPS, identifying new corporate funding and pitch for new opportunities, as well as managing current corporate partnerships and building on existing relationships to ensure maximum value for the charity.

**Community Fundraising & Stewardship**

* Manage and develop relationships with supporters, delivering excellent levels of supporter stewardship.
* Work with supporters and listen to feedback to help maximise fundraising and find opportunities.

**Marketing & Communications**

Manage digital fundraising across all social media as well as working with external marketing agencies as appropriate.

**Reporting & Budgets**

* Work with the Finance team to establish and manage annual budgets to ensure the most efficient and effective use of resources.
* Be responsible for delivering against budget.
* Providing accurate and timeline reports and forecasts.

**Experience**

**Essential**

* A successful track record in achieving targets / generating income / business development

**Desirable**

* A knowledge of the voluntary sector in a fundraising/business development role.

**Skills**

* Superb customer service skills with the ability to provide excellent supporter care
* A talent for building and nurturing great working relationships
* A flexible approach and positive outlook
* An engaging and inspiring individual
* Well organised with sound office skills
* Confident and skilled in all aspects of communication
* Good IT skills – particularly Microsoft Office, Canva or other design software
* Enthusiastic and self-motivated
* Experience of using CRM databases would be advantageous

Applicants will be required to undertake an Access NI check.

Your data will be held in accordance with General Data Protection Regulation (GDPR), and you can withdraw your consent to us holding your data, or request return of your data at any time.

**Application Details**

Closing date for the receipt of your Application Form **and** supplementary answer sheet is **Friday 1st November 2024**

Please email both to [liz@pipscharity.com](mailto:renee@pipscharity.com)

Applications and supplementary answers received after this date will not be considered.

We do not accept CV’s

**PIPS are an Equal Opportunities Employer**

**A blue logo with a person in the middle

Description automatically generated Fundraising Engagement Manager**

**Job Description**

**Post:** Fundraising Engagement Manager

**Location:** Belfast, however there will be some travel across NI and ROI.

**Reports to:** Executive Director

**Hours:** 40 hours per week inclusive of evenings and weekends.

**Equipment**: The Organisation will provide a mobile phone

**Salary:** Negotiable depending on experience

**Employment Status:** Permanent

**Holidays (FTE):** 28 days plus 11 public holidays pro-rata

**Probationary Period:** 6 months

**Pension:** PIPS is a member of NEST Pension Scheme. The scheme is open to all employees aged between 18-60

**Notice Period:** 1 month

**Additional:** Post holder will require access to a car, with Business insurance, or other means of transport to fulfil the travel requirements of the role.

**PIPS Vision Statement**

Striving for a compassionate Society free from suicide

**PIPS Mission Statement**

We help individuals, families and organisations who have been affected by suicide or mental un-wellness and we do this by:

• Providing support and counselling services in an accessible and non-judgmental space for individuals to understand themselves and to better navigate their personal path in life

• Providing a neutral, compassionate, and supportive environment by offering a space for peer groups to share their experiences of emotional challenges

• Working with organisations to nurture a culture of awareness and understanding of mental wellness, by providing specialist training and volunteering opportunities

• Working with local communities and government bodies to influence societal change with the aim to advance the understanding of suicide and mental wellness within Ireland

**PIPS Values**

* We value active and non-judgemental **listening** to fully understand the needs of our clients and Stakeholders, to promote positive change.
* We value engaging with our clients and Stakeholders in a **compassionate and empathetic** manner, to deepen connections and support transformational change.
* We value the ability to be **adaptable and flexible** in an ever-changing world, moving quickly and decisively.
* We value **respect** by accepting everyone for who they are which enables us to build strong relationships based on trust and safety.
* We value **confidentiality** as the foundation of maintaining trusting relationships with our Stakeholders, by handling all information with the utmost care, privacy and in keeping with ethical boundaries.
* We value our **courage** to do the right thing, influence societal change, by challenging the status quo and transforming our communities.
* We value our **Commitment to Excellence** in promoting mental wellnessby maintaining the highest standards, by continually learning, improving and innovating.
* We value **integrity** as the fundamental basis of how we operate, by consistently behaving in a moral, ethical, transparent, accountable and honest manner.
* We value **self-determination** where individuals have the right to make their own decisions and choices, so that they become active participants in their own journey.

**Description of the Role**

The post holder will develop, lead, deliver, monitor, and evaluate our fundraising strategy with a particular focus on achieving income-generated targets to match the organisation’s ambitions for its future service delivery. A key part of this role will involve building new and maintaining existing relationships with key stakeholders and businesses across the island of Ireland and develop lasting partnerships that will provide additional income for our work improving the wellbeing of people in our communities. They will also be supporting the strategic development of PIPS Charity.

**Responsible for:**

* The development, delivery, management, monitoring, and evaluation of the organisation’s fundraising strategy.
* Maximising current activities and seeking new opportunities by regular contact and stewardship across community, corporate and recurring activities.
* The postholder will be the primary fundraising contact and will develop an administrative and monitoring system to assist all activities.
* Assisting with recruitment and management of a Fundraising Department.
* Professionally representing PIPS Charity, protecting the integrity of PIPS Charity and ensuring legal, regulatory and governance compliance.

**Main Duties and Responsibilities:**

**Corporate Fundraising**

* Maintain and expand the current income generation of PIPS, identifying new corporate funding and pitch for new opportunities both Community and commercial.
* Manage current corporate partnerships and build on existing relationships to ensure maximum value for the charity.
* To implement and manage a new CRM donor database, draft relevant policy and procedures.

**Financial and Performance Management**

* Work with the Finance Team to establish annual budgets and manage the departmental budget to ensure the most efficient and effective use of resources
* Periodically review expenditure against agreed budget with the Finance Team and ensure delivery to budget.
* Review and maintain operational management procedures to ensure the department meets its agreed strategic aims and objectives.

**Community Fundraising**

* Create new supporter records and send personalised welcome/ fundraising pack where applicable.
* Respond to communications from supporters, to agreed timescales using both standard and bespoke correspondence. Ensure that appropriate thank you letters, and materials are sent in response to donations. Create and maintain standard letter templates.
* To Manage and develop relationships with supporters, delivering excellent levels of supporter stewardship.
* Maintain the regular use of the public charity collection cans and their rotation across various locations

**Marketing & Communications**

* Management of digital fundraising across all social media and fundraising giving platforms including Just Giving, Enthuse platforms and social media channels.
* Create engaging content to support local mental health campaigns and fundraising activities.
* Work with external marketing & design agencies where appropriate.

**Other Duties**

The duties and responsibilities of this job description are neither definitive or restrictive and can be modified to meet the changing needs of the organisation. You will be required on occasions to contribute flexibly across the work of PIPS, performing duties in other areas of work commensurate with the role as required. The organisation is committed to providing the highest possible quality of service to its clients and the community. Members of staff are always expected to provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

**General**

* Members of staff are expected to treat those with whom they come into with in a courteous and respectful manner in accordance with the Dignity at Work Policy.
* Staff are expected to demonstrate their commitment to PIPS by their regular attendance and the efficient completion of all tasks allocated to them.
* All staff must take care of their own health and safety and that of people who may be affected by what they do (or do not do).
* All staff must co-operate with others on health and safety and not interfere with or misuse anything provided for their health, safety or welfare.
* All staff must follow the training they have received when using any work items given to them.
* PIPS is committed to equality of opportunity and to selection based on merit. All PIPS staff are required to adhere to PIPS’ Equal Opportunities, Equality and Diversity policies and associated procedures throughout the course of their employment.
* All PIPS staff will endeavour to ensure the on-going confidence of clients, public and wider stakeholders in PIPS Service provision.
* All PIPS staff will maintain high standards of personal accountability.
* All PIPS staff must ensure adherence to legislative and regulatory requirements including compliance with all PIPS policies and procedures and those of external regulators.
* This role requires the post holder to undergo a check via Access NI.
* This role requires the post holder to have a full current driving licence enabling the holder to drive throughout Ireland and have the use of a vehicle for official purposes or have access to a form of transport that will enable the post holder to meet the requirements of the post in full.
* All Staff must adhere to the ethos of PIPS and display attitudes and appropriate behaviour, respecting the rights and responsibilities of others.
* All staff must provide a caring service and treat those with whom they come into contact in a courteous and respectful manner and always communicate in a professional manner.
* All staff must carry out their duties and responsibilities in a manner which assures clients, colleagues and public safety.
* All staff must ensure client’s confidentiality is upheld at all times unless the safety of the client or someone else will be harmed, this should only be discussed with the Care Team Manager.
* All staff must demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
* All staff must evaluate the impact of all work undertaken with the emphasis placed on reflective practice.
* All staff must contribute to the overall evaluation of the organisation.
* All staff are required to promote and support the vision, mission and values of PIPS.
* All staff are expected to participate in an effective and continuous development process, taking responsibility and ownership for supervision, appraisal and personal learning and development.
* All staff are expected to ensure the safeguarding of vulnerable adults and children.
* All staff are expected to act in accordance with the provisions of the Data Protection Act 1998, GDPR Act 2018 and Smoke Free Policy.

**Supplementary questions**

In each of the following sections, please state how you meet the criteria sought, giving examples, and specifying dates as appropriate.

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| --- |
| A successful track record in achieving targets / generating income / business development (200 words) |
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| Ability to manage a complex workload with competing priorities. (350 words) |
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| A successful track record in achieving targets / generating income. (400 words) |
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| Experience of managing relationships with corporate, community and individual customers/supporters. (200 words) |
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| Willingness to work evenings and weekends according to the requirements of the post. (100 words). |
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**Information in Support of this Application:**

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| Please provide any additional information which you feel is relevant to this application. (250 words). |
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