



JOB DESCRIPTION

Title	Fundraising and Partnerships Manager
Reporting to	Head of Finance and Resources
Hours	21 hours per week (Part time)
Salary	£31,815 pro rata
Location	121a Peckham High Street

Pecan is a highly respected and dynamic Christian charity. We have been working throughout Southwark for 30 years, helping people who face seemingly impassable barriers to find a way through, re-write their futures and flourish. Our strong staff and volunteer teamwork with the most vulnerable people to transform lives and communities. Our work is founded on our mission, vision and values, and we are committed to showing kindness, raising self-belief and inspiring hope for the future in the individuals we serve.

When working for Pecan, you can expect to become a valued member of a diverse and supportive team. In addition to a place in our 30-year legacy, you will receive a generous holiday allowance, pension contribution and life assurance cover. You can also expect regular team meetings and social opportunities, and a variety of other benefits.

Purpose of the Post:

Through this role you will equip the organisation with the financial resources needed to meet our objectives. You will build and manage relationships with companies and individuals; bringing in regular and targeted income through regular donations, fundraising campaigns and events. Through this you will assist the whole organisation in our commitment to showing kindness, raising self-belief and inspiring hope for the future in the individuals we serve.

Main responsibilities

Staff and Volunteers

1. Line manage and appraise all project staff.
2. Work with the HR and Volunteer Administrator to recruit staff as appropriate.
3. Ensure that project staff and volunteers fulfil the highest safeguarding standards for their own and their clients' protection.
4. Ensure all project staff and clients have a healthy and safe working environment and that this is regularly reviewed.
5. Support the development of appropriate volunteering roles

Fundraising Overview

1. Develop deliver, and monitor a fundraising strategy for Pecan.
2. Research and develop new fundraising streams and opportunities across Pecan.
3. Monitor fundraising targets on a regular basis, ensuring all targets are met or surpassed.
4. Ensure all fundraising administration is kept up to date.
5. To be the link person with our external Trust and Foundation fundraiser.
6. Coordinate the Pecan and Foodbank Christmas fundraising campaign across all income and media streams.

Corporate Fundraising

1. Maintain and develop all current corporate partnerships as the key contact for Pecan and all projects.
2. Develop new corporate partnerships including identifying potential partners and leading on pitches and partnership packages.
3. Develop opportunities for corporate partners to take part in fundraising and sporting events.
4. Coordinate opportunities for corporate volunteering, financial donations, and in-kind support.
5. Maintain a database of corporate support activity, ensure that the information we hold is GDPR-compliant.



Community and Events Fundraising

1. Build relationships with local businesses and community groups to enable them to support us financially and in other ways.
1. Support the Foodbank Manager on initiatives such as Foodbank Friday at London Bridge Station and Supermarket collections.
2. Plan community fundraising events where appropriate.
3. Secure Pecan places in yearly sporting events, support and enable individuals to partake on our behalf.

Individual Donors

1. Identify new donors and potential supporter bases.
2. Develop donor stewardship to retain and grow individual giving.
3. Be the first point of contact for all donors.
4. Enable individuals to Gift Aid their donation where possible.
5. Maintain a database of individual donors and supporters, ensure that the information we hold is GDPR-compliant.
6. Ensure donors are kept up to date on the difference their support makes.

Community and Events Fundraising

6. Build relationships with local businesses and community groups to enable them to support us financially and in other ways.
7. Support the Foodbank Manager on initiatives such as Foodbank Friday at London Bridge Station and Supermarket collections.
8. Plan community fundraising events where appropriate.
9. Secure Pecan places in yearly sporting events, support and enable individuals to partake on our behalf.



Wider organisational responsibilities

- Attend Pecan team meetings as and when required, including meetings where there may be a time of prayer and reflection.
- Read the core policies and adhere to all policies and procedures.
- Carry out other duties as agreed by the Chief Executive Officer.
- Undertake responsibilities associated with being a member of the Pecan team.
- Perform all the duties required by the post in line with Pecan's ethos and values statement, its commitment to a policy of equal opportunity and its aim of serving the community in a caring and practical manner.
- In agreement with your line manager, pursue a personal programme of learning and development to enhance your skills and performance.



PERSON SPECIFICATION

This specification will form the short-listing criteria.

Knowledge, Skills and Experience (essential):

- Professional experience in corporate and/or individual fundraising
- Proven ability to meet fundraising targets
- Ability to communicate and motivate in written media with good storytelling skills with strong attention to detail skills
- Ability to communicate face-to-face, online and on the telephone with a broad spectrum of people including making presentations
- Experience of digital fundraising campaigns
- Experience of e-tapestry or similar CRM system
- Organised with an ability to work under pressure and meet deadlines

Knowledge, Skills and Experience (desirable):

- Experience of working with disadvantaged groups
- Broad experience of dealing with people from a range of backgrounds
- Lived experience of issues faced by Pecan service users
- Experience of working with volunteers
- An understanding of marketing and design

Personal Qualities:

- Commitment to goals, ethos, values, and vision of Pecan, including a belief in the importance of all people of different backgrounds working together and respecting and valuing each other's contributions
- A sense of humour
- Flexible to work at different times and in different places, with the ability to organise work, take responsibility and work on own initiative
- Encouraging and resilient with a strong positive attitude
- Resourceful and imaginative, bringing creativity to the role
- Ability to review the effectiveness of your actions and learn from your mistakes

Pecan is an equal opportunities and disability-friendly employer. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

This post will require a DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.