



FUNDRAISING MANAGER

Job Description

Reporting to:	Director
Salary:	£30,488- £34,585 FTE per annum depending on qualifications and experience
Contract:	3 years in the first instance (subject to 6 month probation)
Hours:	Up to 0.6 FTE (22.5 hours per week) in the first instance
Holiday entitlement:	25 days annual leave plus 8 public holidays (pro rata)
Location:	Faraday Institute, Madingley Road, Cambridge CB3 0UB

Who we are:

The Faraday Institute for Science and Religion is a Cambridge-based interdisciplinary research institute improving public understanding of science and religion. Its main focus is on the relationship between science and the Christian faith, but it also engages with those of any faith or none.

Job Description:

The Fundraising Manager will work closely with the Director, the Head of Communications and the Finance Manager to implement the Institute's 5 year fundraising strategy, which is key to sustaining its ongoing research and education work.

An important part of the role will be to develop programmes to build stronger relationships with individual supporters and small trusts in the UK and internationally, and to develop new ideas to engage with potential donors making best use of the Institute's strong network, international profile and existing multimedia resources. The role includes the creation and curation of internal systems and data to enable effective relationship management with donors, grant-making organisations, and the Institute's network of supporters. Working with the external communications team, the Fundraising Manager will also shape and support the Institute's digital fundraising activities through its website and social media channels.

The successful applicant will have excellent interpersonal skills and be able to work independently and to collaborate as part of a team. They will be curious and creative, with the flexibility to be able to apply their fundraising experience to best take account of the Faraday Institute's unique context and opportunities.

The applicant must be in agreement with the Christian ethos and aims of The Faraday Institute and will be expected to take a full part in the Institute's activities.

What we ask:

Main responsibilities include:

- Supporting the Director in the ongoing development of fundraising strategy
- Developing innovative programmes to connect with existing and new supporters
- Managing the Institute's donor and supporter relationships
- Working with the external communications team to update the Institute's website with additional donor-friendly resources and information
- Owning the implementation and management of a database to support relationship management with grant-making organisations, donors and supporters
- Training and supporting the Faraday Institute teams in using this database
- Proactively working with teams across the organisation to support the implementation of the plans in the fundraising strategy
- Supporting the team with programme funding applications to small/mid-size Trusts
- Making funding applications for core funds to Trusts in UK and US
- Working with the Events team to shape and support fundraising events
- Delivering reports and measures of fundraising performance against plans
- Proactively advising on new ideas and opportunities for fundraising which are appropriate to the cultural context and work of the Faraday Institute

About You:

As Fundraising Manager, you will have strong interpersonal, influencing and teamworking skills. You will be able to communicate effectively and clearly with external stakeholders, and have a good understanding of successful use of digital media in the fundraising context. You will be familiar with the use of small-organisation database systems and office productivity applications including Microsoft Office.

You should have experience of charity fundraising in a small to medium size organisation, and understand the dynamics of engaging with individual supporters and grant-making organisations to build relationships for long term engagement and support.

A can-do mindset is a pre-requisite – you will be able to work within a dynamic environment as part of a team or alone, with willingness to work flexibility. You will be able to set and manage to clear deadlines, to set priorities for tasks using your own initiative, and to help others to interact with complex information in a structured way.

Applications to be sent to admin@faraday.cam.ac.uk and should include a CV naming two referees, together with a covering letter stating the position you are applying for, any dates you are unavailable for interview, and summarising the relevance of your background and experience for this position. For queries, contact admin@faraday.cam.ac.uk.

Applications will be accepted until **Wednesday 16th August**. We expect to hold interviews on Thursday 24th August. Start date and days/hours of work are negotiable.

www.faraday.cam.ac.uk