

Job Description: Fundraising Manager

Job Title:	Fundraising Manager
Location:	Newcastle upon Tyne
Responsible to:	CEO
Responsible for:	Raising funds through events, activities and partnerships in the UK and overseas to support the development of COCO as a professional charitable organisation.
Duration:	This position is a part-time position (3 days/22.5 hours per week). COCO does operate flexible working and the nature of this role will mean some evenings and weekends as well as periods overseas.
Salary:	£28,000 - £32,000 pro rata with a 3-month probation period.
Location:	We are open to home based working for the right candidate although some time in the Newcastle office will be required.

Main Purpose

You will be primarily responsible for raising funds through challenge events, activities and partnerships in the UK and overseas to support the development of COCO as a professional charitable organisation.

You will be responsible for developing our challenge events and running club, increasing sales through effective recruitment and managing event logistics. You will manage events already established in the COCO calendar for 2019/2020 and you will be expected to grow these events and or replace them with new ones to secure £300K of unrestricted funds for COCO in the first year. You will be required to manage and deliver a budget set by the CEO and to work with volunteers and supporters to meet your targets. You will be confident, creative and enthusiastic, have a methodical approach to event management and organisation and will manage operational and administrative functions to ensure activities are delivered efficiently. You must be able to think on your feet, make informed decisions and work well under pressure. Whilst you will be expected to manage your own time, you are to ensure that the guidance given by the CEO and the Board, and any approved strategies and plans of your own, are carried out as efficiently as possible in order to ensure the successful achievement of key goals and targets.

Key Working Relationships

- Work directly with the CEO to deliver excellent events and activities to increase unrestricted income.
- Work with the Events and Operations Manager to ensure recruitment is targeted and all data is stored efficiently and effectively in line with GDPR on our central database.
- Work with the Partnerships and Communications Manager to build relationships with our international partners and recruit supporters through effective marketing and communication.
- Supervise a small team of new volunteers each year to deliver on your targets and research new income streams.

Duties and Responsibilities

The specific responsibilities of the role and the time spent on each aspect are likely to vary during the course of employment but will generally include the following:

Recruit individuals and organisations to COCO events through targeted communication and networking.

Oversee the effective management of events and activities from conception to delivery in accordance with our policies, procedures and processes.

Manage a budget set by the CEO and board to deliver on a fundraising target of £300K.

Please contact the CEO if you have any enquiries about the position lucy@coco.org.uk