

Job Description: Fundraising Manager

Job Title:	Fundraising Manager
Location:	Newcastle upon Tyne
Responsible to:	CEO
Responsible for:	Raising funds through unique events, exciting activities, and incredible partnerships in the UK and overseas to support the development of COCO as a professional charitable organisation.
Duration:	We are much more interested in achieving goals and targets than tying you to a desk from 9-5pm and happy to have a conversation about hours and flexibility.
Salary:	Circa £30K negotiable based on experience
Location:	Currently, all staff work from home with regular in person meetings at various locations in and around Newcastle upon Tyne.

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 2022 and you will be expected to grow these events and or replace them with new ones to secure a minimum of £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 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.
- Manage the Fundraising Officer to meet targets and ensure recruitment is targeted and all data is stored efficiently and effectively in line with GDPR on our central database.
- Work with the Partnerships Manager to create content to enhance relationships with 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 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 a minimum of £300K.

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