



JOB DESCRIPTION

Job Title	Fundraising Manager (Trusts & Foundations and individual giving)
Accountability	Reports to: Chief Executive Officer
Salary	£27,515 - £31,604 based on skills and experience
Hours	15 hours/week, flexible hours will be considered
Contract	2 years

CCS Adoption finds permanent, loving homes for looked after children who are waiting to be adopted. This work is primarily funded through statutory sources. The charity also provides a range of post-adoption support services for which we receive very little statutory funding. Fundraising efforts are focused on securing funds for post-adoption support and our forward strategy includes Trusts and Foundations, Individual Giving and Legacies.

The purpose of this role is to implement our fundraising strategy, lead on Trusts and Foundations, individual giving and legacies and achieve an annual fundraising goal.

Role and Responsibilities:

As the Fundraising Manager specializing in trusts and foundations and individual giving and legacies at CCS Adoption, your pivotal role will be to drive the implementation of our fundraising strategy, with a primary focus on securing vital funds for our post-adoption support services. In addition, you will lead the charge in building and nurturing relationships with trusts and foundations to achieve our annual fundraising goals. Your responsibilities encompass a range of key tasks, each contributing to the fulfilment of CCS Adoption's mission:

Research and Strategy:

- Identify potential trusts, foundations, and grant opportunities that align closely with CCS Adoption's mission and the programs we support.
- Develop and execute a well-structured and strategic approach to securing funding from trusts and foundations, individual giving and legacies.
 - Contribute to the refinement of our fundraising strategy, adjusting plans in response to changing opportunities and constraints within the fundraising landscape.

Annual Fundraising Plan:

- Craft, manage, and execute an annual fundraising plan in alignment with our overall fundraising strategy.
- Regularly review and adapt the plan to incorporate emerging opportunities and evolving circumstances.

Grant Proposal Writing:

- Create compelling, tailored, and meticulously researched grant proposals, applications, and appeals that vividly convey the profound impact of CCS Adoption's work.
- Regularly update and enhance the Case for Support, particularly focused on post-adoption support services.
- Identify new Trust and Foundation prospects through research efforts.
- Skilfully prepare and submit applications to trusts and foundations, targeting both unrestricted and project-specific funding.

Relationship Building:

- Cultivate and nurture strong relationships with existing and potential donors, maintaining consistent communication and offering insightful updates on our organizational progress.
- Take ownership of managing relationships with funders, particularly trusts and foundations, ensuring timely submission of applications, correspondence, and required reports.
- Collaborate closely with various CCS Adoption colleagues, including the CEO, Post Adoption Support Manager, Centre Coordinator, Finance Manager, and Marketing Officer, as well as other team members leading specific projects.

Collaboration and Data Gathering:

- Work collaboratively with the CCS Adoption team to gather accurate and compelling information, anecdotes, and data that eloquently illustrate the profound impact of our services.
- Collaborate with colleagues to ensure that all reporting to funders is precise and effectively conveys our achievements.

Reporting:

- Provide comprehensive and regular progress reports on fundraising activities and outcomes to both the CCS Adoption leadership team and the Board of Trustees.
- Utilize CCS's Customer Relationship Management (CRM) system to meticulously record and track fundraising activities.

This role will undoubtedly evolve and adapt to the changing landscape of fundraising and our organization's needs. We are committed to providing you with a dynamic environment where you can contribute your expertise to further our mission of supporting vulnerable children and families. Your commitment to safeguarding, confidentiality, equal opportunities, and your adherence to these principles will be instrumental in creating a lasting impact.

Your appointment to this role will be contingent upon the successful completion of an enhanced DBS disclosure process.

For more information about CCS Adoption's post-adoption support services, especially those provided through The Centre for Adoption Support and Education, please visit:

<https://www.ccsadoption.org/the-centre/>

Our comprehensive fundraising strategy targets Trusts and Foundations, Individual Giving, and Legacies. Although community fundraising will continue on a limited scale, we have a strong foundation of fundraising resources in place, including a Fundraising Strategy, an updated Case for Support, Trust Prospect Lists, and a Fundraising Plan. Your expertise and dedication will be integral in driving these efforts to success.

Our fundraising strategy focuses on Trusts and Foundations, Individual Giving (initially targeting our modest but warm existing supporter base) and Legacies. Community fundraising is expected to continue on a limited scale - for example CCS has a close relationship with the Clifton Diocese churches who historically support us at various times during the year.
