

**RICE – THE RESEARCH INSTITUTE FOR THE CARE OF OLDER PEOPLE****FUNDRAISING AND DEVELOPMENT MANAGER - JOB DESCRIPTION**

<b>POST:</b>	Fundraising and Development Manager
<b>STARTING SALARY RANGE:</b>	£ 34,753 - pro-rata 0.6 FTE
<b>TERM:</b>	Permanent
<b>HOURS:</b>	Part time 22.5 hours/week, with some evening and weekend working
<b>QUALIFICATIONS:</b>	Fundraising professional with charity/not-for-profit experience
<b>ACCOUNTABLE TO:</b>	General Manager
<b>SUPERVISORY ROLE:</b>	Fundraising Officer/s

**JOB SUMMARY:**

To lead on all aspects of fundraising and fundraising development activity at RICE. The successful candidate will have experience of working in a small organisation (c.£1m turnover) and will have both a strategic and operational 'hands on' approach to income generation.

**GENERAL**

RICE – The Research Institute for the Care of Older People has been helping older people live better lives since 1985. Our vision is to make growing older better by undertaking clinical research to improve the diagnosis, medical treatment and care of Alzheimer's disease, other dementias and other related diseases that are particularly relevant to older people.

RICE is an independent registered charity dedicated to essential research and providing support for people with dementia, their families and carers, and to improving the quality of life of everyone involved. We also provide contracted NHS Memory Clinics for the Bath and North East Somerset (BaNES) area. Our internationally renowned dementia research and treatment centre is located in a purpose built facility in Bath on the Royal United Hospital site. The focus of our research has been on memory problems and dementia, particularly Alzheimer's disease, and we are now extending our expertise to include other related diseases in older age.

In 2015, we embarked on an ambitious new phase of our development, which includes plans to significantly increase our clinical and academic research programme. In strategic partnerships with the University of Bristol and the Royal United Hospitals Bath NHS Foundation Trust (RUH) we have appointed a RICE Professor of Old Age Psychiatry, and with the RUH, a Consultant Geriatrician, and we are working to expand our facilities at the RICE Centre this year. Following a mid-term strategy review in 2017 we re-launched our major appeal, the DementiaPlus Appeal in September.

**THE ROLE**

The role would suit an experienced fundraising manager who is both strategic and operationally 'hands on', and enjoys working closely with colleagues across a multi-disciplinary team. You will have wide experience of fundraising and an ability to work on your own and to deliver to deadlines and personal targets. You will lead our fundraising, marketing and fundraising development, working across a range of income generation activities and to promote our work at RICE.

You will be joining RICE at an important and exciting time for the organisation, and your role will be key to achieving RICE's strategic plan through 2019 and beyond. This is a 'full on role' requiring energy, strong interpersonal skills and the ability to work on multiple projects at once. You will lead on the DementiaPlus Appeal and will ensure that existing income streams are maintained and improved whilst developing new opportunities and will set and achieve strong growth targets for our

annual fundraising income. You will have a track record of meeting financial targets and significantly growing income and will be highly organised, able to manage multiple income streams and to spot and explore opportunities, analyse results and plan future pipeline. In particular, we are looking for experience of developing successful income growth for a small charity/not-for-profit company, with a focus primarily on developing major donor programmes, trust and foundation income, corporate partnerships, multi-year appeals, legacies and community and events.

The Fundraising Manager is currently supported by a part time Fundraising and Communications Officer (0.6 FTE), who focuses on community and events and working with our small team of committed volunteers. A second part-time Fundraising Officer specialising in trusts and major donors is envisaged in 2018.

Hours of work are normally 9.00am – 5.00pm, with 30 minutes lunch, and as with any busy fundraising role some evening and weekend work is required.

## **KEY RESPONSIBILITIES**

### **1. Fundraising strategy and planning**

- Lead the fundraising strategy aligned to the RICE strategic direction 2015-2019, planning and analysis of funding streams.
- Lead the DementiaPlus appeal and our fundraising development, identifying and pursuing new opportunities with a variety of audiences.
- Develop a funding pipeline and produce analysis, including on return on investment (ROI) and post-grant impact reports.
- Ensure that fundraising at RICE is in line with regulation and follows best practice.

### **2. Fundraising delivery**

- Develop, with colleagues across the organisation, research information and case studies aligned with our clinical and research strategy, which can be used with a variety of funders and audiences.
- Work with the Director to build on current relationships with trusts and major donors, develop a programme to engage and secure on-going commitment and relationships.
- Establish relationships with potential corporate partners through structured and personal networks with a view to gaining ongoing, annual and ad-hoc support for the activities of RICE.
- Develop further the legacies programme.
- Oversee the work of the Fundraising and Communications Officer and the (anticipated) Fundraising Officer – Trusts and Major Donors, in a way that supports cost-effective increased public awareness of RICE.
- Deliver excellent donor care at all times and ensure accurate and timely communications with donors, including bespoke correspondence.

### **3. Marketing and communications**

- Lead on RICE 'brand' and communications guidelines to ensure our brand is used appropriately on all external publicity and publications.
- Promote the work of RICE to visitors, special interest groups and members of the public, and represent RICE at external functions.
- Build relationships with local and national media to gain increased coverage for activities and campaigns, and develop social media in supporting RICE.
- Produce bi-annual RICE newsletters.
- Build relationships with other relevant health and social care organisations (e.g. the local Carer's Centre and Alzheimer's Society groups, ) to promote RICE and its activities.
- Support clinical and research colleagues in producing patient and carer information booklets.
- To be responsible for the RICE web site.

#### 4. Volunteers

- Build a strong relationship with our fundraising volunteer group to support and further develop fundraising and broader Institute activities.

#### 5. Management

- Member of the Senior Management Team.
- Line manage the part-time Fundraising and Communications Officer and (anticipated) Fundraising Officer – Trusts and Major Donors.
- Work closely with the Finance Manager to ensure accurate and timely financial information is included in reports such as those to the Board of Trustees, planning and annual budgets, and fundraising projects have appropriate financial input and cost recovery.

#### PROFESSIONAL & EDUCATIONAL RESPONSIBILITIES:

- Abide by all legal and statutory regulations relating to RICE as a charity and our fundraising and communications activity, our policies and appropriate Standard Operating Procedures (SOPs).
- Contribute as appropriate to educational sessions, eg Journal Club and Communications.

#### OTHER RESPONSIBILITIES

- All RICE staff must be eligible to work in the United Kingdom.
- All staff are required to undergo full DBS checks.

#### CONFIDENTIALITY AND INFORMATION GOVERNANCE

Much of our work is of a confidential nature. All employees sign a confidentiality statement on commencement and termination of employment agreeing confidentiality must be maintained on any information – verbal or written – that is learned as part of our clinical activities and research programme.

#### SAFEGUARDING ADULTS AND CHILDREN

All staff have a responsibility to safeguard adults and children, which includes an understanding of and commitment to the relevant policies and procedures.

#### HEALTH & SAFETY

- All staff must comply with Health and Safety legislation, policies and practice.
- RICE positively promotes health. Smoking is prohibited in RICE, on the Royal United Hospitals site and on NHS premises.

#### EQUAL OPPORTUNITIES

RICE - The Research Institute for the Care of Older People is committed to equality of opportunity in the workplace.

#### ANNUAL REVIEW AND APPRAISAL

The post holder will agree annual objectives in line with RICE annual review and appraisal practice.

#### PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• Proven experience managing a senior fundraising and business development role in a small organisation.</li><li>• Particular experience in two or more of: developing major donor programmes, trust and foundation income, corporate partnerships, multi-year appeals.</li><li>• Understanding of charity governance and regulatory requirements as relate to</li></ul>	<ul style="list-style-type: none"><li>• Membership of Institute of Fundraising or a relevant professional organisation and/or recognised qualification.</li><li>• Familiarity with and commitment to health and research charities and/or previous experience of working with people with dementia and with patients in the older age group.</li><li>• Experience of reporting to a Board of</li></ul>

<p>fundraising and communication activities.</p> <ul style="list-style-type: none"><li>• Strong verbal and written communication across different audiences and interest groups.</li><li>• Ability to document and communicate the work of the charity and its impact to a range of audiences.</li><li>• Knowledge of databases and fundraising applications.</li><li>• Strong IT skills, including Microsoft and design packages.</li></ul>	<p>Trustees.</p> <ul style="list-style-type: none"><li>• Experience of marketing communications and/or social media campaigns.</li><li>• A current clean driving licence and the availability of a car insured for business use.</li></ul>
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