

**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>	£21,477 (pro-rata £35,796 at 0.6 FTE)
<b>TERM:</b>	Part time, 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>	Chief Operating Officer
<b>SUPERVISORY ROLE:</b>	Fundraising Officer; Fundraising Administrator

**JOB SUMMARY**

To lead fundraising and communications activity at RICE, develop new opportunities and income streams and ensure existing donor income is maintained and improved. As a member of the Senior Management Team (SMT) to work closely with colleagues across the organization to deliver strategy, and participate in Board of Trustee meetings and appropriate Committees.

**GENERAL**

RICE is an independent charity and an internationally renowned centre for dementia research, diagnosis and treatment. Our research aims to improve life for people with dementia and their families and carers, and to find drug and non-drug treatments for people with conditions such as Alzheimer's disease and other diseases predominantly affecting older people. Our contracted NHS Memory Clinic service and allied activities also provide support to patients, families and carers. We are currently in an ambitious phase of development to increase significantly our clinical and academic research programme. We work closely with the Universities of Bath, Bristol and other research institutions, both nationally and internationally, and with the Royal United Hospital.

**THE ROLE**

The role would suit an experienced fundraising and communications manager who has both a strategic and operational 'hands on' approach to income generation and communications work, and a track record of setting and achieving financial targets. You have proven experience of successful and significant income growth across multiple income streams, amongst them trusts, foundations, major donors, corporate engagement and legacies, and communications activity to support and promote our work. You will lead and motivate your small team by example, and will deliver to deadlines and personal targets. You will enjoy working for a small charity/not-for-profit company. Your interest in health and research charities and/or previous experience of working with people with dementia or in the older age group will be an advantage.

This is a busy role requiring energy, strong interpersonal skills and the ability to work on multiple projects at once. You will be joining RICE at an important time and this role will be key to achieving our strategic growth through 2019/20 and beyond. You will lead our fundraising and communications activity and will develop new opportunities and income streams whilst ensuring existing donor income is maintained and improved. You will be highly organised, able to manage multiple income streams and to create opportunities, analyse results and plan future pipeline.

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

## KEY RESPONSIBILITIES

### 1. Fundraising and communications strategy and delivery

- Lead the fundraising and communications strategy aligned to the RICE Strategy; planning and analysis of funding streams.
- Lead multi-year appeals (currently DementiaPlus) appeal and our fundraising development, identifying and pursuing new opportunities with a variety of audiences.
- Grow income across multiple income streams and develop further the funding pipeline; produce analysis, including on return on investment (ROI) and post-grant impact reports.
- Work with the Director to build on current relationships with major donors, develop a programme to engage and secure on-going commitment and relationships after he retires.
- Establish relationships and income generation with corporate partners through structured and personal networks to gain ongoing and longer term support, as well as annual and ad-hoc community activities.
- Establish and manage an effective legacies programme.
- Develop, with colleagues across the organisation, research information and case studies aligned with our clinical and research strategy, which can to be used with a variety of funders and audiences.
- Deliver excellent donor care at all times and ensure accurate and timely communications with donors, including bespoke correspondence.

### 2. Marketing and communications

- Lead on RICE 'brand' and communications guidelines to ensure our brand is represented and used appropriately on all external publicity and publications.
- Build relationships with local and national media, gain increased coverage for activities and campaigns, and develop social media in supporting RICE.
- Promote the work of RICE to visitors, special interest groups and members of the public, and represent RICE at external functions.
- Produce bi-annual RICE newsletters.
- Build relationships with other relevant health and social care organisations (e.g. the local Dementia Action Alliance (DAA), 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.

### 3. Volunteers

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

### 4. Management

- Member of the Senior Management Team.
- Line manage the Fundraising Officer – trusts, foundations and major donors and the Fundraising Administrator, both part time, to provide efficient and cost effective fundraising and communications activities for RICE and increase public awareness and support.
- Develop, with colleagues across the organisation, research information and case studies aligned with our clinical and research strategy, which can to be used with a variety of funders and audiences.
- 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**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"><li>• Proven experience managing a senior fundraising and business development role in a small organization.</li><li>• Particular experience in two or more of: major donor, trust and foundation income, corporate partnerships, multi-year appeals.</li><li>• Experience of marketing, communications and/or social media, and the ability to communicate the work of the charity and its impact to a range of external audiences.</li><li>• Understanding of charity governance and regulatory requirements as relate to fundraising and communication activities.</li><li>• Strong verbal and written communication across different audiences and interest groups.</li><li>• Knowledge of databases and fundraising applications.</li><li>• Strong IT skills, including Microsoft and design packages.</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 Trustees.</li><li>• A current clean driving licence and the availability of a car insured for business use.</li></ul>