



Brighter Futures Job description

Job Title:

Fundraising Events and Partnerships Manager

Key Roles and Responsibilities:

To develop, implement and manage a fundraising strategy to maximise net income for Brighter Futures and to achieve significant growth year on year. With a special focus on sustainable funding through corporate relationships, private donors and money generated through events.

Strategic planning

- Evolve and deliver an income, marketing and engagement strategy in line with organisational objectives.
- Work collaboratively with the CEO to develop medium and long-term plans in developing a fund-raising strategy
- Network internally and externally to identify fundraising opportunities that align with the organisation's objectives.

Income generation

- Partner with the Trusts and Grants Manager to deliver income in line with income generation targets.
- Monitor income and effectiveness of fundraising campaigns, produce accurate financial information and keep appropriate funding records for auditing purposes.
- Source event sponsorship and lead the tender and business case writing.

Reporting and Relationships

- Develop and manage short and long-term contracts and relationships with corporate and community bodies and private donors.
- Develop a plan with respect to the role of the Ambassadors and proactively manage Ambassador relationships.
- Prepare and present internal reports to the Board and the Marketing and Fundraising committees of the board.

Events and Communication

- Plan, monitor, document and implement fundraising opportunities with a view to generating income, build relationships and raise brand awareness.
- Shared responsibility for writing grant applications and donor reports, sponsorship proposals that are inspiring, informative, and compelling. Liaise closely with relevant team members to ensure that grant progress reports are completed accurately and on time.
- To lead on the co-ordination, management and delivery of fundraising events – including Major Donor events and Community Events. This includes taking the lead on PR & promotion, follow-up communications and reporting.
- To continue and develop the use of the Microsoft 365 CRM fundraising and events database – this will include ensuring data integrity and



keeping the system up to date and relevant. Producing reports that inform our board of the fundraising outcomes and strategy in place.

- To ensure that all fundraising activities comply with Jersey Charity Law, Data Protection Legislation, Jersey Gambling Commission and any other relevant regulators.
- To creatively deliver marketing communications that promote the charity, including feeding into quarterly newsletters and creating inspiring printed material, press releases, promotional materials, and photography.
- Admin - to play a role in budget management, internal reporting on funds, actioning thank you letters, and acknowledgements for funds received.
- To attend and participate fully in weekly fundraising meetings and quarterly Fundraising/Marketing meetings.

About us:

Brighter Futures is a unique local charity that supports parents, families and young people in Jersey.

Since 2008, Brighter Futures has supported over 2,800 families, benefitting over 11,200 Islanders. Working alongside the main carer, our educational model provides them with the tools to cope.

Supporting 170 families at any one time, we focus on 3 key areas;

- **Parent and child relationships**, helping our clients recognise and value their role as their child's first and most important educator.
- **Wellbeing and positive mental health**, supporting social and emotional wellbeing, allowing increased resilience with the outside world to give our clients a brighter future and a hope.
- **Personal development and second chance learning**, providing the skills our clients may need in order to progress and succeed in education, work and life.

It currently costs Brighter Futures approximately **£4,400** to work with a whole family for a year. Our overall running costs for 2022 are approximately **£950,000** and we rely heavily on the generosity of the Island to generate our income.

Environment:

Brighter Futures is a diverse and busy charity. This role involves contact with Keyworkers, Corporate and Trustee funders and public bodies. The post may involve some work outside regular hours.

Relationships:

The post holder will be expected to develop and maintain good working relationships with management, keyworkers, referrers, colleagues, and board members, building a strong team culture. It is also expected that the post



holder will be able to uphold confidence and maintain relationships based on integrity across the whole Charity.

About you:

Our wish list:

- ambitious, proactive, and tenacious with a track record in corporate partnerships and planning of large and small events.
- you'll be an excellent communicator and relationship-builder, highly organised with an ability to network both internally and externally, with excellent public speaking and presentation skills for our corporate 'Lunch & Learn' sessions.
- creative and adept at spotting ways that businesses and charities can work together.
- highly organised with an ability to prioritise long-term opportunities.
- naturally empathic to helping families and children facing difficulties and challenge within the local community.
- experience of income generation be it through fundraising, commissioned services or tender writing.
- experience in the third sector that displayed the drive to generate the required income to run the charity.
- past experience in event management, marketing, CSR relationships, communications and community engagement.
- experience of working in a team towards a common goal.

Whilst this is our wish list, we recognise that there are many people with equally fantastic transferable skills – if this role excites you and you believe you would be a great fit but perhaps don't tick every box – please call us to discuss the role in more detail.

Accountability:

Chief Executive Officer and the Board

Location:

This role involves working from home, working within the community, and working within Brighter futures.

Summary of Terms and Conditions:

Title	Fundraising Events and Partnerships Manager
Location	The Bridge, Le Geyt Road, St Saviour, Jersey JE2 7NT
Hours	37.5 hours a week.
Salary	Competitive salary, please contact Brighter Futures for more information.

This document should not be taken as constituting conditions of employment.