

Job Title: Bid Writing, Fundraising and Development Manager

Responsible to: Chief Executive.

Salary: £30,000 to £35,000 p.a. (pro rata)

Hours: 20hrs per week (may be some flexibility to increase hours)

Job Context

YMCA Sutton Coldfield is a local YMCA charity, which primarily operates across North and West Birmingham. YMCA is the largest and the oldest charity working with young people in the world. Across England there are 114 YMCAs, each one is a thriving and active community that is transforming lives. We focus on young people and help them play an active and fulfilling role within their communities. We are proud of our Christian heritage and ethos and are an inclusive Christian movement. We provide a wide array of community-based activities and services to help meet local needs.

Job Purpose

- Fundraising through successful identification, responsible for the writing and securing of relevant grants: researching appropriate grants/bids, positive tailored bid writing; helping delivery of fundraising events; securing funds from corporates and individuals
- To be responsible for delivering an agreed income target and to maintain and grow YMCA Sutton Coldfield income

Key responsibilities

1. Identify grant and trust opportunities, developing and leading applications with relevant colleagues.
2. Manage the preparation, writing and submission of quality, timely bids to funders
3. Develop and implement a fundraising strategy to maximise income, including funders update newsletter/briefings and building a new business pipeline.
4. Develop and maintain relationships with funders, businesses and members, including building a database of funders and key partners.



5. Ensure all grant and trust administration, reports and record keeping are maintained.
6. Support the CEO and colleagues in developing and maintaining relationships
7. Supervise volunteers, interns and employees involved in fundraising activities.
8. Preparation of high-quality marketing materials to support fundraising, liaising with corporate partners and agencies.
9. Support the CEO in making direct approaches, developing and delivering tailored corporate fundraising proposals and requests for pro-bono support.
10. Organisation of corporate fundraising receptions and events.
11. Develop innovative approaches to raising funds including crowd funding and organising bespoke fundraising events.
12. Be flexible and willing to help with a wide range of organisational tasks to make YMCA Sutton Coldfield a successful organisation.

What kind of person are we looking for?

Sourcing and writing successful bids for grants and some Fundraising expertise – you will have significant experience of sourcing and writing bids, working with the relevant colleagues. Plus, ideally developing and implementing fundraising strategies and securing a high level of funds from a range of sources including grant funders and corporates.

Communications – you will need to demonstrate examples of excellent written skills, good IT and social media skills and good administration generally.

Partnership development – good interpersonal skills and experience of working with diverse range of complex partnerships, consortia and/ or membership arrangements are key.

Project management – you will have great organisational skills and have experience of managing projects from inception to evaluation and working under your own steam.

Creativity – you will be full of ideas, thinking outside of the box and can contribute your creative thinking into the successful development of the YMCA.

Mucking in – working in a small team with tight resources you will not be shy about helping out with getting things done but in return you will get flexible working arrangements, fun and independence.



Positive and solution-focussed – you will be a problem solver, able to find practical and constructive solutions to challenges that arise in the course of your work.

The cause – you will be passionate about our vision to support children and young people, committed to supporting diversity and inclusion in the voluntary sector, and be aware of the issues affecting small charities.

Flexibility – you will be able to work effectively from home or from our main site in Sutton Coldfield, Birmingham.

Scope and Limits of Authority: The Fundraising and Development Manager reports to the CEO and works closely with operational delivery colleagues.

The post holder will:

- be responsible for delivering challenging and increasing income targets and as such play a key part in the overall fundraising effort
- be expected to manage their own priorities and to pro-actively deliver YMCA Sutton Coldfield's income generation
- be expected to travel on occasions. Some very occasional evening and weekend work may be expected.

The post holder must operate at all times in accordance with the approved policies and procedures of YMCA Sutton Coldfield and act in accordance with the values and ethos of the organisation as outlined in the Code of Conduct. In addition, all employees must adhere to the performance management processes and systems approved by the Board of Trustees.

The post holder will support the safeguarding, health and well-being and safety of staff, volunteers and supporters we work with, some of whom may be classed as vulnerable people or adults at risk. In the event of a risk becoming apparent or if concerns arise about a vulnerable person's welfare, to immediately report these concerns in line with the appropriate policy and procedure.



The responsibilities of this role will normally include all duties described in this job description and any additional or different duties, which the Employer may require from time to time.

Send your CV with contact details for 2 referees and a short supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this by **5.00 p.m. on Monday 27 September 2021. Interviews anticipated to take place on week commencing 4 October 2021.**



YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.