

Job Description

Job title:	Fundraising and Development Manager
Location:	Heatree Activity Centre
Reporting to:	CEO and Centre Manager
Hours of work	Full time (40 hours per week) Two Year Fixed Term with potential for extension depending on funds secured
Salary/Grade:	£30,000 - £35,000 pa (depending on experience)

Job Purpose

The Fundraising and Development Manager will lead the strategic development and delivery of Heatree Activity Centre's fundraising and income generation activity. The postholder will maximise all appropriate funding opportunities to support the charity's mission and build a sustainable, long-term growth strategy.

This role oversees the full fundraising life cycle—from research and bid development to stakeholder engagement, monitoring, and reporting—and will support key capital improvement projects to enhance facilities and programmes, ensuring the Centre consistently exceeds expectations.

The successful candidate will combine strategic thinking with hands-on delivery and demonstrate a strong commitment to the Centre's Christian ethos and the sharing of the Gospel.

Main Duties and Responsibilities

1. Fundraising Strategy and Grant Management

- Develop and lead the strategic planning for fundraising in alignment with Heatree's mission and strategic priorities.
- Ensure ethical governance, compliance, and best practice across all fundraising activities.
- Monitor funded projects to ensure effective delivery, stewardship of funds, and measurable impact and outcomes.

2. Bid Writing and Business Development

- Research and identify new funding opportunities.
- Identify and pursue grant funding and partnership funding opportunities.
- Write compelling funding proposals that supports our mission.
- Collaborate with colleagues to generate new partnerships.
- Maintain an active bid pipeline and manage relationships with funders and stakeholders.
- Conduct research to support evidence-based proposals and strategic growth in alignment with our vision.

3. Stakeholder Engagement and Partnerships

- Build and nurture partnerships with churches, Christian organisations, and aligned community groups.
- Represent the charity at events, networks, and forums to increase visibility and collaboration.
- Provide feedback to funders and partners and foster long-term relationships grounded in mutual respect and shared mission.

4. Impact Monitoring and Reporting

- Design and implement tools to measure project outcomes and spiritual as well as social value.
- Produce reports, case studies, and testimonies that demonstrates the transformative power of our work.
- Share insights to support learning, accountability, and continuous improvement.

5. Communications and Public Engagement

- Promote fundraising projects through engaging storytelling that highlights God's work at Heatree.
- Work with the Communications team to share updates and celebrate impact with supporters.
- Develop written and digital content that reflects Heatree's Christian ethos and inspires supporters.

6. Centre Host Duties (Occasional)

(Up to four times per year on a rota basis, including weekends and school holidays. Full training will be provided)

- Provide a warm and confident welcome to groups staying at Heatree.
- Explain Centre procedures to group leaders and all elements of the host checklist such as fire safety.
- Support groups with practical issues such as using kitchen equipment, AV, accommodation, breakages.
- Where appropriate, offer spiritual encouragement and support to group leaders.

7. Christian Ethos and Ministry

- Participate in team prayers and uphold the Christian values and ethos of Heatree.
- Lead morning devotional or prayer times when required.
- Demonstrate personal conduct that supports the Centre's Christian mission.

8. Contribute to the Office Team and Environment

- Attend and contribute to Office Team meetings and reviews.
- To take part in office projects beyond the area of fundraising (as required and only occasionally).
- Maintain an efficient and professional working environment.

Work Environment and Physical Demands

Office based, primarily sedentary, working in the main office. Travel and speaking engagements at churches, prayer groups, festivals, and conferences will be required.

Key Contacts and Relationships

Internal

- All heads of departments and managers
- Administration team
- Group frontiers and hosts

External

- Church and group leaders
- Trust and grant funding administrators
- Christian organisations and partner agencies

Other Duties

To undertake additional duties as required, commensurate with the level of the job.

Person Specification

	Essential	Desirable
Personal Attributes		
Excellent written communication, research and stakeholder engagement skills	Yes	
Strong organisational and project management capabilities, with the ability to prioritise workload	Yes	
Excellent attention to detail and accuracy	Yes	
Diplomatic, with strong negotiation and relationship-building skills	Yes	
Ability to work under pressure and meet deadlines	Yes	
Skills & Knowledge		
Excellent IT and digital literacy skills	Yes	
Highly competent using Microsoft Office	Yes	
Experience & Achievements		
Proven experience in fundraising, grant management and/or bid writing	Yes	
Strong knowledge of governance and compliance in a charity or faith-based context	Yes	
Experience in monitoring, evaluation and impact reporting	Yes	
Familiarity with charity frameworks, reporting and regulatory obligations		Yes
Experience in youth services, outdoor education or Christian ministry		Yes
Other Requirements		
Demonstrates a commitment to the core values and ethos of the charity	Yes	
Be a practicing Christian as part of the General Occupational Requirement in accordance with the Equality Act 2010.	Yes	
Ability to travel as required to fulfil the duties of the role	Yes	
Flexibility to work occasional evenings and weekends as required	Yes	
Commitment to safeguarding and promoting the welfare of children and young people including undertaking a DBS check	Yes	