



## **Fund Development Manager Application Pack**

### **About Cornwall Community Foundation**

Behind the holiday playground you see in photographs, Cornwall is the poorest county in England, with many disadvantaged and isolated communities, extreme child poverty, youth unemployment and associated mental health issues. These needs are often unseen but are very real.

At the Cornwall Community Foundation, we believe in a positive Cornish life for all, free from poverty and social isolation. Our aim is to change people's lives for the better by helping local communities. We want Cornwall & the Isles of Scilly to be a great place to live for everyone - a place where people work together to address disadvantage. Donors trust our expertise to direct funds to those grassroots organisations and initiatives which will make a big difference to the lives of those in genuine need, reaching vital projects that might not otherwise survive. Since 2003 we have grant awarded more than £16 million to over 6,000 community projects. In 2022 we distributed £2.3 million.

We manage charitable funds on behalf of local individuals, families, companies and public agencies. Many of our funds are invested in endowment, which is currently valued at £10 million. We also manage flowthrough or non-invested funds including for the Duke Of Cornwall's Benevolent Fund, the Police and Crime Commissioner for Devon & Cornwall and Cornwall Council.

Our friendly and committed [Team](#) of 12 is based in Launceston when they are not working from home. We have an active and engaged Board of [Trustees](#) who meet four times a year and several committees who meet throughout the year.

### **Job Purpose**

Cornwall Community Foundation is the leading independent grant-maker in Cornwall providing much needed financial support to local community groups. Our development strategy is primarily driven by building strong relationships with our donors and helping them get satisfaction and joy from their giving. As Fund Development Manager you will be responsible for managing relationships with large funders, trust funds and our other

supporters and have experience in bid writing and reporting to donors. The suitable candidate will undertake a wide variety of duties and must have the ability to work to tight deadlines. You must be capable of showing initiative, have good organisational and reporting skills and be comfortable dealing with a wide range of people.

## **Fund Development Manager**

Post: Fund Development Manager  
Reporting to: Philanthropy Director  
Salary: £28,000–£32,000 (FTE) per annum or pro rata for part-time depending on experience  
Length of contract: Permanent  
Hours: Full time or part time, flexible working will be considered  
Located at: Based in Cornwall and able to attend the CCF office in Lawhitton, Launceston for meetings/training as required.

## **Job Description**

The responsibilities of the Fund Development Manager are as follows:

1. Build relationships with large funders and charitable trusts to cultivate and encourage involvement with the Foundation and prepare bids that will attract significant funds;
2. Work with the CEO, Philanthropy Director and Development Director to deliver excellent stewardship of CCF's donors and fundholders to encourage retention and income growth, including writing impact reports, arranging project visits and planning meetings;
3. Work closely with the Head of Programmes, the Grants Team and the Marketing Officer to help deliver donor-facing communications, including reporting and any other activities deemed necessary by the line manager;
4. Support the delivery of regular Fund Development campaigns and membership schemes;
5. To strengthen the research capabilities of the Foundation, within Data Protection parameters, to identify and attract potential donors;
6. Ensure our database is kept up to date, accurate and is utilised to support high-quality relationship management;
7. To keep abreast of developments in voluntary sector fund development;
8. Undertake any other reasonable responsibilities to contribute to the development of the CCF as requested by the line manager.

## **Person specification**

### **Essential**

1. Strong customer relationship or client management background – possibly from major donor fundraising but you may have picked up these skills in another industry and want to put them to good use now;
2. A proven track-record of creating and executing successful fundraising or income generation strategies to grow income over time. Including experience in bid writing.
3. Strong organisational skills with the ability to plan and prioritise own workload to meet deadlines;
4. Great attention to detail and a positive, 'can do' attitude;
5. A professional, friendly approach to all of our stakeholders, donors and applicants for funding;
6. Ability to assess and interpret complex data and communicate clearly through excellent reporting skills;
7. Ability to work under pressure, manage a challenging workload and competing demands within a professional work environment;
8. Fully computer literate including Word, Excel, PowerPoint and use of CRM databases (ideally Salesforce) or willing to undertake training;
9. To be able to work as part of a small team and to be able to make your own decisions;
10. A clean UK driving license and access to a car.

### **Desirable**

1. Experience of income generation – either in a major donor fundraising environment or elsewhere;
2. Knowledge and experience of working with the voluntary sector.

### **To apply**

To apply for this post please forward your CV and covering letter to Tamas Haydu CEO [tamas.haydu@cornwallfoundation.com](mailto:tamas.haydu@cornwallfoundation.com)

(Incomplete applications will not be considered.)

### **Deadline**

25<sup>th</sup> September 2023

Interviews will be held on 4<sup>th</sup> October 2023 in our office at Lawhitton.

Professional and personal references will be required prior to appointment. Proof of right to work in the UK will be required.