

## **JOB DESCRIPTION**

**Job Title:** Charity Fundraising Co-ordinator

**Location:** N-Gage Head Office, Benchill Community Centre, Benchill Road, Wythenshawe, Manchester, M22 8EJ

### **Terms and Conditions**

- **Hours:** Part –Time 10 hours a week initially, (potential to increase as role develops), across 2 days – by arrangement, (occasional evening or weekend work may sometimes be required).
- **Salary:** £21, 164 Pro- Rata. (£5720.00 Gross Per Annum), 1 year fixed term contract, with opportunity to extend
- **Start Date:** Immediate

**Responsible to:** Founder & Chief Executive Officer of N-Gage

**Working internally with:** Founder & CEO, Office team and Management team

**Working externally with:** Funders, Supporters, Potential Funders and Fundraising Team

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## **WHO WE ARE**

N-Gage is a Manchester based Christian charity that gives young people at risk of educational or social exclusion opportunities and skills to achieve their full potential. Working in partnership with schools, the police and the city council we provide highly successful, flexible and targeted approaches to anti-social behaviour and educational exclusion.

Founded by Christie Spurling in response to his own experiences of educational exclusion N-Gage is now staffed by a growing team of passionate youth workers who combine creative skills and a commitment to young people with a range of projects and programmes across Greater Manchester.

Our N-Gage DNA;

- Young person centred – we put the needs of the young person first in our practice and seek to keep them at the forefront of everything that we do.
- Motivated by our faith and experience to see young people’s lives transformed and society impacted as a result of this.
- Ready to go wherever young people are, focussed on outreach and flexible and innovative ways of identifying and meeting the needs of young people
- Committed to working with the most difficult to reach particularly those who do not engage with other services
- Keen to challenge stereotypes of young people and raise their expectations of themselves and their peers
- Champions of young people – committed to telling good news stories
- Committed to early intervention in young people’s lives
- Committed to giving young people a voice to challenge and change their lives, communities and the wider society
- Advocates of young people, helping them to tackle the root cause of their issues.
- Not for profit, but committed to becoming more sustainable to ensure continuity and growth and consistency of our services. Good stewards of the funding we receive.
- Relational – we value our relationships with young people, our team and our partners highly
- In pursuit of excellence – we are committed to providing quality youth work that keeps getting better

## **JOB DESCRIPTION**

Local government funding is insufficient for the long term sustainability of N-Gage. The role of the Charity Fundraising Co-ordinator is vital for the long term future of our services. We are seeking an experienced and highly motivated fundraiser to develop and implement a fundraising strategy at N-Gage. The role will be based in our head office in Benchill, Manchester. The Charity fundraising Co-ordinator will work closely with the founder & CEO to develop and manage a broad based fundraising programme based on a trust and foundations, individual regular donors, and community events.

This is a new position within N-Gage and we are looking for someone who can build on existing fundraising efforts, while bringing their initiative and experience to develop the role. They will work closely with the founder & CEO to achieve the following:

### **Developing a fundraising strategy:**

- Developing a realistic and time-bound fundraising strategy in line with our organisational strategy for now and the future with incremental targets to ensure a consistent level of unrestricted income from grants and other funding sources
- Identifying potential sources of funds including charitable trusts, corporate donors, individuals, the local community and businesses and generating funds from the organisation's activities
- Making risk analyses and balancing time-cost ratios to focus effort on the most appropriate fundraising activities

### **Implementing a fundraising strategy:**

- Developing and submitting high quality applications for funding to key larger donors such as The Big Lottery, Henry Smith Charity, BBC Children in Need
- Expanding N-Gage's regular donor programme, communicating with these donors and ensuring gift aid is claimed
- With the founder & CEO, identify high net worth individuals and develop suitable approaches, and communication materials to sustain their interest and support
- With the Founder & CEO, identify local businesses and organisations and develop suitable approaches to gain support and plan for annual recommitment of that support
- Raising awareness of the charity and its work, e.g. by giving talks to groups or seeking photo opportunities with the media
- Raising and managing an annual target, in grants, major gifts and donations
- Ensuring appropriate systems and procedures are in place to manage fundraising campaigns effectively
- Managing the supporters of N-Gage database.

### **Managing grants and strategic contacts:**

- Keeping records of fundraising activities and money raised
- Managing grant and project cycles
- Reporting performance to founder & CEO, managers, trustees and donors
- Work with the founder & CEO on developing monitoring, and evaluation processes for projects and programmes in line with funders' requirements
- Managing and developing an effective communication programme to keep connected with a range of donors
- Cultivating and developing excellent relationships with donors
- Managing and updating databases to record donor contacts and preference information and to track donor journeys

## **PERSON SPECIFICATION**

### **Skills:**

- Ability to identify, build and maintain strong, long term relationships with a range of donors, including trusts and foundations, high net worth individuals, corporate and regular supporters
- Good communication skills, with an ability to persuade both verbally and in writing
- Strong prospect research skills
- Creativity, imagination and an entrepreneurial attitude towards fundraising
- Capacity to work under pressure and meet deadlines for multiple tasks  
Ability to meet financial targets and manage budgets
- Ability to deal directly with donor prospects at a senior level
- Strong administrative skills with a high attention to detail and the ability to identify key points from complex material or information
- Collaborative, team player
- A self-starter requiring minimal supervision

### **Knowledge:**

- Familiarity with the fundraising code of practice
- Knowledge of philanthropic and major giving trends in the UK
- Understanding of how to write persuasive and compelling bids
- Database and IT skills

### **Experience:**

- Proven track record of successful fundraising
- A proven track record in writing proposals, narrative and financial reports and budgets

### **Desirable:**

- Knowledge of young people and the issues affecting young people
- Experience of working for a campaigning charity

### **Additional Information**

- N-Gage will consider applications from candidates who are registered as self-employed
- N-Gage will consider training for the right candidate and welcome applications from candidates who may be from a different career background (e.g. project management, public relations) who feel that they can demonstrate excellent analytical and administration skills
- This role will be reflective of N-Gage events, at particular times of the year the post holder may spend more time working on fundraising activities and less on funding bids and vice versa.
- Closing date for applications is Midday on Friday 21<sup>st</sup> October 2016

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### **Notes:**

At N-Gage we are committed to the safeguarding and protection of young people in our work. This post may be subject to a Disclosure and Barring Service (DBS) disclosure.