

Fundraising Manager

Who we are

The Harbour, a small yet vital charity situated in the heart of Bristol, has been dedicated to providing essential grief counselling and psychotherapy services since 1991. Our services cater to individuals facing serious or life-threatening illnesses, their carers and loved ones, as well as those coping with bereavement. In the wake of the COVID-19 pandemic and the ongoing cost-of-living crisis, the work of The Harbour is more important than ever.

Under the leadership of our CEO, Natasha Davies, who joined us in 2021, The Harbour has embarked on an exciting journey of implementing new income generation plans. We are now seeking a passionate Fundraising Manager to join our team and seize the opportunity to contribute to our growth and make a tangible impact.

The role

As the Fundraising Manager at The Harbour, you will have a pivotal role in driving our mission forward through the development and implementation of strategic fundraising initiatives. Your expertise in prospecting and identifying new funding sources will be instrumental in expanding our income from grant-making trusts. Working closely with our Fundraising Officer, you will also be responsible for managing donor relationships and creating compelling communications to promote the impactful work of The Harbour.

In addition to these core responsibilities, we are excited about the opportunity to diversify our fundraising efforts. With your leadership, we aim to expand our focus on legacy giving, community and corporate fundraising. You will be at the forefront of implementing these new fundraising streams, leveraging your skills and creativity to drive their success.

By joining our team as the Fundraising Manager, you will be able to make a lasting impact and help us achieve our ambitious goals. We are looking for a dedicated professional who can strategically guide our fundraising efforts while fostering strong relationships with funders and stakeholders.

Who We're Looking For:

We are seeking a strategic thinker who can help us grow support for our vital charity and apply an innovative approach to reach new funders and supporters. You should possess a deep understanding of the wider fundraising context and be willing and able to engage in all aspects of fundraising, including strategic planning and management, bid writing, relationship management, and accurate record keeping and reporting.

Experience in developing and maintaining relationships with a variety of stakeholders and colleagues is crucial, and sensitivity and tact are required for working within a charity that supports people affected by life-threatening illnesses.

While having a track record in fundraising management and successfully securing income through fundraising activities is ideal, we also encourage applicants with transferable communication and relationship development skills from sales, marketing, PR, or business development backgrounds to apply. At The Harbour, we value diverse perspectives and believe that individuals with varied experiences can bring fresh ideas and approaches to our fundraising efforts. We also have fundraising experience and support available to help you develop your skills in this role. Please note, as we are currently considering the strategic growth of our fundraising function there might be other opportunities within the team if this one isn't quite the right fit for you.

The Harbour
30 Frogmore Street
Bristol BS1 5NA

0117 925 9348
info@the-harbour.org.uk | the-harbour.org.uk
Registered Charity No. 1008360 | Registered Company No. 2681075



Someone to talk to when you need it most

Why work for us

First and foremost, working for The Harbour means making a genuine difference in the lives of individuals facing death, dying, and bereavement. You'll have the opportunity to join a charity with an outstanding reputation for its impactful work.

At The Harbour, you'll be part of an amazing team of colleagues in a positive, supportive, and collaborative working environment.

We also offer a range of benefits, including:

- 25 days of leave + bank holidays + up to an additional 3 days' closure at Christmas (pro rata)
- Access to an Employee Assistance Programme (including a 24/7 employee assistance line, face-to-face counseling, medical support, and online resources)
- Flexible and hybrid working options

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Fundraising Manager

- Location:** Bristol-based office with opportunity for remote or hybrid working
- Hours per week:** Part time. Between 15 and 30 hours per week
- Contract:** Permanent
- Salary:** £30,000 - £36,000 per annum
- Reports to:** Chief Executive
- Responsible for:** Fundraising and Communications Officer (as well as any potential future fundraising staff, interns or volunteers).

Main Job Purpose

As the Fundraising Manager, you will play a pivotal role in driving The Harbour's mission forward. Your responsibilities will include developing and implementing strategic fundraising initiatives, expanding income from grant-making trusts, managing donor relationships, and creating compelling communications to raise awareness about The Harbour's impactful work. Additionally, you will have the exciting opportunity to diversify fundraising efforts, particularly in areas such as legacy giving, community engagement, and corporate fundraising.

1. **Strategic Planning:**

- Take a leading role in developing an ambitious and achievable fundraising strategy that aligns with The Harbour's goals and mission.

2. **Management:**

- Lead the implementation of the fundraising strategy, ensuring growth in income.
- Monitor and report on fundraising activities to track progress and inform decision-making.
- Provide line management and guidance to the Fundraising Officer, who maintains the Grants and Trusts pipeline, writes impactful grant applications and reports, and manages relationships with current funders.

3. **Fundraising Initiatives:**

- Raise significant funds for The Harbour (annual target of c. £200,000).
- Enhance existing activities with Grant-making Trusts by identifying new prospects and effectively managing relationships with current funders.
- Design and execute new fundraising initiatives, with a specific focus on legacy giving, individual donors, and corporate fundraising.

4. **Relationship management**

- Develop and build relationships with existing, new, and former funders.
- Build relationships with The Harbour's therapists, administrative staff, and Trustees, working with them to understand the service, develop new projects and increase our network of supporters.

5. **Research:**

- Take a proactive and creative approach to researching and qualifying fundraising prospects (including grant-making trusts and foundations, companies, individuals, and statutory bodies).

Person Specification and Experience

Fundraising Experience:

- Demonstrated experience in successfully planning and implementing fundraising strategies and activities.
- Track record of consistently achieving fundraising targets, exceeding £150,000 per annum (or similar income generation goals).

Prospect Research and Fundraising Knowledge:

- Experience in prospect research and identifying potential donors or funding opportunities.
- Possesses a deep understanding of the wider fundraising context, with knowledge of fundraising trends, techniques, and best practices.

Leadership and Management Skills:

- Strong leadership and management qualities to drive and inspire colleagues, with a proven ability to manage a team to achieve financial goals.
- Proficiency in budget preparations, monitoring income and expenditure, analysing results, and implementing necessary adjustments to meet targets.

Communication and Writing Skills:

- Skilled writer with a strong strategic focus, experienced in presenting compelling cases for support verbally and in writing.
- Confident using a variety of channels such as social media and Mail Chimp.
- Interest and skills in marketing and communications would be desirable.

Organisational Abilities:

- Excellent organisational abilities with meticulous attention to detail.
- Ability to self-manage and work independently in a flexible environment with minimal supervision.
- Willingness to get involved, showing enthusiasm and adaptability to handle a variety of tasks to achieve goals.

Interpersonal Skills and Collaboration:

- Strong interpersonal skills and ability to work collaboratively as part of a team.
- Excellent relationship management skills with funders and other stakeholders.
- Strong attention to detail, patience, and persistence.
- Demonstrates sensitivity, tact, and diplomacy.

Equality, Diversity and Inclusion

The Harbour recognises the positive value of diversity and is dedicated to being an inclusive organisation. We encourage applications from people of all backgrounds and are committed to having a team with a diverse set of skills and experience. If you don't meet all of the criteria but think that you'd be great at the role, we'd love to hear from you. Please note, as we are currently considering the strategic growth of our fundraising function there might be other opportunities within the team if this one isn't quite the right fit for you.

Please get in touch should you wish to discuss any access requirements.



Someone to talk to when you need it most

Application process

To apply for the role please email recruitment@the-harbour.org.uk to request an application form. The deadline for applications is **17:00 on Sunday 20th August**.

For more details about the role or for an informal discussion, contact Natasha Davies (CEO) on natasha@the-harbour.org.uk.

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