

Development Manager Job Description

Salary: c£30,000 depending on experience

Hours: Full time

Location: Poole but flexible/hybrid working available

Job Description

Dorset Community Foundation is a leading independent grant-maker in Dorset providing philanthropic services for immediate and long-term community investment. Our development strategy is primarily driven by philanthropic services to donors either living in or with strong links to Dorset. As Development Manager you will be responsible for developing a long-term relationship with our supporters and building the endowment of the DCF.

The responsibilities of the Development Manager are as follows:

Fund Development

- The Development Manager will promote making donations to DCF as a long-term strategic investment for donors either living in or with strong links to Dorset, in order to develop and strengthen Dorset communities.
- The Development Manager will be responsible in part for attracting new donations and growing the existing donor base.
- Building and maintaining relationships with existing and potential donors, influential persons and other external contacts at the highest level, serving as an ambassador for the DCF.
- Securing new income from a range of donors by identifying and researching strong prospects, making face to face appointments and attending networking opportunities.
- Providing a bespoke personal approach to donors and fund holders to ensure their continued support.
- Working with the DCF team, to ensure that there is synergy between philanthropy and grant making at all levels of the organisation, from strategy through to operations.
- Clearly communicating the DCF's unique role to the Dorset's diaspora with interests in Dorset, with the aim of both maximising immediate impact / flow-through grants and building endowment.

General

- Reporting to the Director on fund development, including progress in achieving targets, income and expenditure
- Using the DCF's CRM system to record and evaluate the development work against targets

Person Specification

Education and Qualifications

- Educated to degree level or equivalent (desirable)

Knowledge and Experience

- Good knowledge of Dorset and its economic, business and social context
- Strong track record of achievement in the field of fundraising, sales, marketing, finance or business development, including confidence relating to and influencing people, at all levels and across sectors
- Demonstrable experience of shaping, developing and delivering high value relationships and networks, with an understanding of the principles that underpin successful donor or client relationships
- Experience of managing and developing a regular giving or membership programme
- Knowledge of the Third Sector
- Knowledge of financial investment and charitable tax benefits (desirable)
- Knowledge of Salesforce CRM and Excel spreadsheets (desirable)

Personal Characteristics

- First class presentational and interpersonal skills and the ability to secure the confidence and trust of existing and potential donors
- Strong networker and partnership-builder: highly effective persuasive and influencing abilities, supported by outstanding verbal and written communication skills
- Strong organisational and planning abilities
- Flexible, positive, and motivated team player

Additional Information

- Current driving licence and access to a vehicle
- Ability and willingness to travel outside Dorset when required

Conditions of Employment

- The position is full time
- The salary range will be c£30,000
- There is a contributory pension after three months
- Annual leave entitlement 28 days, in addition to public holidays
- The position is located in Poole with hybrid/flexible working available

If you would like to apply for this position please send your CV and a Cover Letter to admin@dorsetcf.org or if you would like to know more about this position please contact our Director, Grant at grant@dorsetcf.org or via mobile at 07478640921.