



# WENTWORTH WOODHOUSE

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## Role Profile

**Title:**  
Fundraising Manager

**Hours of work:**  
37.5 hrs/week

**Office location:**  
Wentworth Woodhouse  
Wentworth, Rotherham, S62 7TQ

**Responsible to:**  
CEO

### Role Purpose:

Wentworth Woodhouse is arguably the most challenging and exciting regeneration project of our generation. Prior to COVID-19, the business was growing exponentially and will do so again. It is an exciting time to play a significant part in that growth. The Wentworth Woodhouse Preservation Trust (the Trust) is committed to raising significant sums to support its ambitious programme of development over the coming decade and fundraising is one of the key areas of expansion. We now require an experienced and dynamic leader to drive this area of the organisation forward.

You will be a talented, experienced and ambitious fundraising professional, with a clear strategic vision of how the use of modern fundraising techniques can be utilised to both raise funds and build long term relationships with our supporters.

As Fundraising Manager, you will be responsible for the development and delivery of a fundraising strategy for Wentworth Woodhouse, focussing on operational activity on and off site as well as bid writing. You will possess both creative flair and an ability to inspire those around you to achieve exceptional results in tight timescales, often with limited budgets.

This is a key role within the organisation and as such you will report directly to the CEO, as we look to grow the department over the coming decade. This is an exciting time to join the team at Wentworth Woodhouse, with huge potential for this role to grow with the business.

This role is partially funded by:



Funded by



Department for  
Digital, Culture,  
Media & Sport

Delivered by

The  
National Lottery  
Heritage Fund  
Historic  
England



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## **Role Duties:**

Develop an annual fundraising strategy and departmental business plan.

Develop and implement a Communications Plan and Case for Support which supports the Fundraising Strategy.

Plan, write and submit effective grant proposals to Trusts, Foundations, Institutions and public grant making bodies with particular preference to seeking arts and culture funding.

Raise funds for our cause and regularly meet or surpass fundraising targets.

Research potential donors and funders to gain insight into needs, beliefs and donation habits to understand how to position our organisation to them.

Build upon existing donor relationships and form new donor relationships on a regular basis.

Coordinate and support external fundraising specialists on specific targeted projects.

Establish a fundraising committee and lead them in creating new methods to raise funds for our organisation

Leverage technology and social media where possible to improve fundraising activities.

Plan and coordinate events to raise funds and coordinate activities of volunteers related to event planning and execution.

Work with other departments to identify opportunities for fundraising across the Trust's activities.

Oversee and manage the Friends of Wentworth Woodhouse Scheme.

Manage the on-line fundraising campaign shop.

Create campaign materials to be used for the promotion of events and other fundraising pushes.

Analyse and evaluate the performance of fundraising activities for effectiveness.

Maintain complete and orderly records of donors and manage regular donor communications.

Collaborate with other organisations and groups within the community to build partnerships and enhance fundraising activities

Cover the role of Duty Manager in line with other management staff.

To undertake any other duties commensurate with the position.

## **You need to:**



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- Be confident with natural leadership skills, and a desire to motivate and train
- Have proven work experience as a fundraising manager
- Have a thorough understanding of the social media landscape and how this can be deployed to create new support and donors.
- Ability to manage budgets effectively.
- Excellent writing and presentation skills in English.
- Exceptional relationship management skills.
- Good organisational and time management skills
- Be someone who is a quick thinker and a good decision maker
- Be someone who embraces and can bring about change and innovation
- Be a people person with the ability to show respect, empathy, and care to all team members
- Have excellent communication skills, and an ability to influence people



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## Person Specification

Please see the criteria expected of the role below. For your application, please note these and explain how you meet and exceed them.

Factor	Criteria	Essential or Desirable
RELEVANT EXPERIENCE	<p>Successful Fundraiser with significant experience of working in a busy, fast moving environment</p> <p>Strong understanding of the fundraising, particularly in the context of Trusts, Foundations, institutions and/or public grant giving bodies and the development of strategy.</p> <p>Driven, resilient and will enjoy the challenge of developing a major department with the Trust.</p> <p>A dynamic team player with a flexible approach and have experience in managing a team to successfully achieve fundraising goals</p> <p>You will be a great planner, able to manage multiple projects at once with a close attention to detail.</p> <p>Comfortable and motivated by working to targets / KPIs</p> <p>Experience of working to targets in excess of £250k per year</p> <p>Evidence of income generation for arts and culture</p> <p>Contributing to decision making at a senior level</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
QUALIFICATIONS	Educated to degree level, in a related subject	Desirable
JOB RELATED SKILLS	<p>Excellent communication, presentation and advocacy skills, both in word and conversation. Able to communicate a cause passionately to a broad range of audiences.</p> <p>Excellent numeracy skills including the ability to compile and analyse data.</p> <p>A keen attention to detail</p> <p>Excellent IT skills, particularly in relation to organising and interrogating information, working with on-line funding portals and presenting.</p> <p>Ability to develop strong and effective working relationships, operating supportively and collaboratively with colleagues</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>



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PERSONAL ATTRIBUTES	Have a smart appearance and confidence when working with the public	Essential
	Ability to work well under pressure, and remain calm in a busy environment and to prioritise your workload.	Essential
	A flexible and positive approach	Essential
WORK CIRCUMSTANCE	Able to work flexible hours, including evenings, weekends and Bank Holidays.	Essential
	Awareness of the implications of social media in a workplace	Essential

Name:.....

Name (Manager):.....

Signed:.....

Signed:.....