



**MILTON
KEYNES** | HOMELESSNESS
PARTNERSHIP

**Fundraising Manager
Application Pack**

A Message from MKHP CEO, Tracey McCillen

Thank you for your interest in the role of Fundraising Manager at Milton Keynes Homelessness Partnership (MKHP).

MKHP is a network of organisations, who connect to prevent and end homelessness in Milton Keynes. We were formally constituted as a Charitable Incorporated Organisation in December 2018 and since then have been creating our network, establishing a new strategy, and building collaborative working across the sector.

MKHP is ambitious. We encourage and facilitate innovative ideas on how to end homelessness in MK with a focus on prevention rather than cure. We advocate a person-centred approach to all services supporting those that are homeless or are at risk of homelessness.

Homelessness is many things. It is sofa surfing. It's living in temporary or emergency housing. It's living in your car. A person doesn't have to be street sleeping to feel unprotected or unwelcome. MKHP's Recognised Partners span the multiple levels of homelessness whether statutory homeless, non-statutory or people with no recourse to public funds.

The new Fundraising Manager will play a pivotal role within our small staff team, developing and delivering MKHP's fundraising strategy across trusts, foundations and other grant giving bodies. They will extend the strategy to include individual and corporate supports and inspire and motivate our local community to support MKHP as their charity of choice.

We are looking for someone who is a self-motivated and experienced fundraiser, with an outstanding track record of success. You will have excellent funder relationships, competent at building new and productive relationships with a wide range of stakeholders. You will be an articulate and persuasive writer, with a passion to use your expertise to contribute to the change needed in our sector to end homelessness in Milton Keynes.

If you are a committed individual who understands the complexities of working in an environment with hard-to-reach communities and are great at what you do, we want to hear from you!

I look forward to receiving your application.

Tracey McCillen
Chief Executive, MKHP

Role Responsibilities

The specific roles and responsibilities of the Fundraising Manager will be to:

- Develop and deliver MKHP's fundraising strategy to achieve agreed income targets across all activities
- Research potential grant and trust funding opportunities (local and national); work with relevant staff on the development of applications/proposals, building relationships with and reporting to supporters
- Ensure each funding application/proposal meets the criteria, deadlines and requirements of the trust/ grant fund and represents the values of the organisation
- Promote corporate fundraising opportunities within the local business community, engage with and develop relationships with companies and staff teams
- Ensure that all fundraising activities are cost effective, in line with strategic priorities and with the best possible ROI and profit
- Confidently present the key messages and organisational values of MKHP
- Represent for MKHP at networking events, community events and speaking at these where required
- Build a strong collaborative network, communicating with a wide range of supporters and stakeholders, including exploring and leading collaborative or joint funding prospects on behalf of MKHP
- Liaise with wider team to generate press and social media coverage and news in support of planned fundraising initiatives
- Ensure all relevant staff and volunteers are briefed on fundraising activities
- Acknowledge donations adhering to the SLA (service level agreement) set within the organisation, following fundraising codes of practice
- Ensure accurate records are maintained according to GDPR (General Data Protection Regulations)
- Be aware of and adhere to the Institute of Fundraising Codes of Conduct and Codes of Best Practice and GDPR
- Regularly report to the Chief Executive on income generation/fundraising activities and opportunities in an established funding pipeline, as well as prepare reports to the Board of Trustees as required
- Complete other duties as required, commensurate with the role

Person Specification

We are seeking to recruit a Fundraising Manager with the following attributes.

Education and Training:

- GCSEs, or equivalent, in English Language and Mathematics (E)
- Formal qualifications or training in the areas of fundraising and/or marketing (D)

Knowledge and Experience:

- Experience of successful bid writing at local and national level (E)
- Experience of achieving income generation targets in the homelessness sector (E)
- Experience of leading and achieving significant funding from trust, foundation & grant giving activities (E)
- Experience of managing fundraising relationships with a wide-range of stakeholders (E)
- Experience of setting realistic fundraising activity goals, and analysing performance against these (E)
- Experience of developing successful funding strategies and implementing action plans for small to medium size organisations (E)
- Knowledge of Milton Keynes and/or local place-based environments (E)
- Previous experience in individual and/or corporate fundraising (D)
- Experience of establishing and growing a corporate supporter network (D)
- Experience of working in a small charity environment (D)
- Knowledge and understanding of the barriers, opportunities, and challenges facing people who are at risk of, or experiencing homelessness (E)

Skills and Abilities

- Strong research, organisational planning, and reporting skills (E)
- Excellent verbal communication skills including confidence in public speaking and representing an organisation (E)
- Ability to adapt fundraising styles to different audiences (E)

- The ability to motivate others and to work as part of a team (E)
- Demonstrable ability to inspire and motivate donor stakeholders (E)
- The ability to be persuasive and competent storyteller (E)
- A strategist that can operationalise and deliver aspirations and targets (E)
- Proficient user of IT software including excel; word; office 365; teams/zoom etc (E)
- Ability to manage own time and priorities, be self-motivated and successfully work in a predominately remote environment (E)

Personal Attributes

- Interest in social issues, in particular for people who are at risk of, or are experiencing homelessness (E)
- An instinctive desire to work collaboratively and supportively with others (E)
- Willingness to take ownership of problems and resolve them to a satisfactory conclusion within predetermined time frames (E)
- Self-motivated with the ability to work within a pressurised environment whilst maintaining focus on personal and company objectives (E)
- The ability to maintain professionalism and confidentiality when dealing with sensitive information (E)
- Honest, reliable and committed (E)
- A commitment to and track record of excellence (E)
- Alignment with the MKHP Core Values (E)

Employment Details

The following employment details will apply to the role:

- £34,320 per annum FTE (15 hours pro rata)
- 15 hours per week, with days and core hours to be agreed
- Homebased, with travel in/around Milton Keynes as needed
- 25 days annual leave pro rata per annum, plus bank holidays
- Fixed term contract (5-months), with continuation dependant on funding
- Start date as soon as possible

Equality and Diversity

MKHP welcomes and encourages applications from people of all backgrounds. MKHP is committed to equal opportunities for individuals regardless of age, disability, sex, gender identity and gender expression, sexual orientation, pregnancy and maternity, race, religion or belief, marriage and civil partnerships.

MKHP particularly encourages applications from people from diverse ethnic and cultural backgrounds, disabled people, people from the LGBT+ community, as these groups are currently under-represented across the MKHP governance structures.

Safeguarding

MKHP believes that no child, young person, or adult at risk should ever experience abuse of any kind. We all have a responsibility to promote the welfare, rights and safety of all children, young people, and adults at risk. As a result, all staff undergo DBS checks, disclosure of criminal records where necessary and eligibility to work in the UK. All checks can be undertaken utilising a sensitive applications route.

GDPR

Protecting your personal data is of the utmost importance. MKHP will be the processor and controller of any data you provide through this application process, in compliance with the Data Protection Act 2018. Our privacy policy explains how we collect, use and process data and personal information in compliance with data protection principles and data protection legislation. If you have any questions about the use and storage of your data collected through this application process, please get in touch with us.

How to apply

To apply, please send your CV with a covering letter addressing how you meet the person specification and your motivation for applying. Please indicate what notice period is required, if in current employment.

Deadline for applications is **10am Monday 6th June 2022**. Late applications cannot be accepted. No agencies please.

Interviews will be held on 14th June 2022.

All applicants are asked to complete a voluntary diversity monitoring form. This is not part of the assessment process, but is to help MKHP monitor the equity of our team. Data will be removed before shortlisting.

If you require support to fill out your application, have any specific access requirements, or want to discuss the positions in more detail, please email recruitment@mkhp.co.uk or phone 01908 382368.

This job role is supported by funding from MK Community Foundation.

Milton Keynes Homelessness Partnership

The Ridgeway Centre, Featherstone Road, Wolverton Mill South, Milton Keynes, MK12 5TH

Registered Charity 1181232

www.mkhp.co.uk