



# Fundraising Manager, Re-Form Heritage

Stoke-on-Trent

Up to £30,000 per year (dependent on experience)

Full-time, Fixed-term (12 months; possibility of extension pending further funding)

## Introduction

Are you looking for a new fundraising opportunity? Re-Form Heritage are a growing charity in the UK's exciting heritage sector, with big ambitions to expand on our existing successes. We revitalise communities through the regeneration of heritage buildings at risk of decay and demolition. The areas in which Re-Form Heritage works are impacted by deprivation, underinvestment, and inadequate infrastructure - places which will benefit most from the regeneration and growth we successfully deliver.

As Fundraising Manager you will use your fundraising skills and experience to lead on development of the Re-Form Heritage patron and corporate sponsor offer, as well as support our grant funding applications. This post is funded by the National Lottery's Heritage Fund, and is fixed-term for 12 months, with possibility of extension depending on the success of the fundraising offer. The post is line-managed by the Chief Executive.

## About The Role

Your core tasks will include:

- Developing and implementing our existing fundraising strategy – including strengthening our existing patrons' programme, creating a regular giving programme, and building our grants programme.
- Developing and executing new fundraising ideas.
- Building strong relationships with existing and new patrons, donors, corporate sponsors, grant-making bodies, and other supporters.
- Working with the Marketing and Communications Manager to create and manage fundraising communications (both digital and online).
- Both proactively identifying grant application opportunities and supporting grant applications from other staff who wish to develop specific projects.
- Ensuring all fundraising data are kept to a high standard and are in compliance with data protection regulations.
- Fundraising budget management and financial reporting to the Chief Executive and Finance Director.
- Supporting delivery of charity strategic plan goals that have fundraising objectives.
- Line management of one fundraising support staff.
- Other duties as may be requested by the Chief Executive.

## **JOB INFORMATION**

### **Necessary Skills and Qualifications**

- Experience of fundraising in the charity sector.
- Ability to build rapport and relationships with people quickly, whether in-person or via appropriate media.
- Strong writing skills and ability to write in an engaging manner.
- Strong public speaking and presentation skills.
- Strong organisational self-starter skills.
- Excellent data and numeracy skills.

### **Preferred Skills and Qualifications**

- Degree in fundraising, heritage, or related field.
- Experience of fundraising in the heritage sector.
- Up-to-date knowledge of the latest trends and best practices in fundraising.
- Excellent knowledge and understanding of the heritage sector in England.
- Experience of managing budgets.
- Direct experience of data protection regulations.

**Time:** 37.5 hours per week

**Salary:** £30,000

**Duration:** 12 months (possibility of extension pending further funding)

**Location:** Middleport Pottery, Stoke-on-Trent

### **How to Apply**

Application is via submission of a cover letter (of no more than two pages) and CV.

Please send applications and any queries to [aldasair.brooks@re-form.org](mailto:aldasair.brooks@re-form.org). Please put 'Re-Form Heritage Fundraising Manager' as the subject header of application and query e-mails.

There is no closing date; we are undertaking rolling interviews as suitable candidates apply.

### **About Re-Form Heritage**

Re-Form Heritage is an independent charity which specialises in the restoration and rejuvenation of heritage buildings at risk of decay or demolition. Re-Form Heritage's objective is to transform historic buildings into local assets, creating job opportunities and catalysing wider social and economic benefit. Re-Form Heritage owns and manages Middleport Pottery and Harper Street in Burslem, Stoke-on-Trent. It also owns the Old Duchy Palace in Lostwithiel, Cornwall, which is operated by our partners at the Cornish Buildings Preservation Trust,

Our offices are located at Middleport Pottery in Burslem, Stoke-on-Trent. Office-based staff enjoy the opportunity to work at the Grade II\*-listed Middleport Pottery on the banks of the Trent & Mersey Canal, the last continuously operating Victorian pottery factory in Stoke, and one of the most important industrial heritage sites in the west Midlands.

Re-Form Heritage particularly welcomes applications from Black, Asian, other ethnic minority, and disabled candidates, as these are all currently underrepresented on our staff.

For more information about our work and our sites, please visit our website: <https://re-form.org/>