**Development Manager: 6 Month Fixed-Term role (London onsite)**

**Salary: £35,000 - £38,000**

**Please apply for this role with your CV and a Cover Letter and send to** [**people@thecharterhouse.org**](mailto:people@thecharterhouse.org)

The Charterhouse is an almshouse and a historic site. We provide a home for aged 60 and over with a housing, financial and social need, supporting them to live independently in a community environment.

Our current fundraising activity focuses principally on revenue programmes to engage members and supporters, with additional support from trusts and foundations. This area of work is supported by a Development Manager post which has recently become vacant. As we are currently developing a capital fundraising strategy to support upcoming capital projects, we want to engage an accomplished Development professional for a six-month period who will be able to provide seamless support across all strands of Development activity.

This role will report to the Communications Manager, with support from our Development Consultant, and will work closely with the Master/Chief Executive’s office. You will play a crucial role in ensuring the smooth operation of our fundraising and donor relations activity, helping us to create, develop and maintain relationships with the Charterhouse’s friends and supporters.We currently have a volunteer from our resident Community supporting this area of work also.

**About the Charterhouse**

The story of the Charterhouse dates to medieval times, and it was an important site during the turbulent Tudor period before becoming a pioneering charity in 1611. We care for a complex of historic buildings, courtyard gardens and green space which reflect over 600 years of history.

We empower all our residents to live in their own homes as independently as possible, for as long as possible. We believe in taking a proactive approach to care planning we help residents to maintain control, dignity, and independence in every aspect of daily life. Our aim is to be a community of excellence for the care of older people, and a strategy is in place which clearly sets out the future direction of the charity.

**The Role**

You will review, refresh and manage our ongoing cultivation and stewardship of individual supporters, including the administration of donor records, related communications and events, and gift/grant administration and reporting. You will also help us expand the prospect pipeline, and prepare for growth in both capital and revenue fundraising.

At present the Charterhouse uses Raiser’s Edge as the database, experience of using this platform will be essential. This role will also contribute to the decision as to how to take forward our data management.

**Key Tasks and Responsibilities**

Database Management and Maintenance

* To manage the Charity’s supporter and stakeholder database (currently Raiser’s Edge) and develop protocols for accurate and consistent data recording
* To log all donations in the database and to maintain accurate data entry and utilise the database to extract specific data for reporting purposes
* To maximise use of the database’s functionality to support the Charity’s fundraising priorities

Friends’ Programme

* To take the lead in managing and developing the Friends’ programme
* To administer and promote the Friends’ programme at all levels, particularly on renewals, membership, and data entry
* To be responsible for communications with the Friends of the Charterhouse, including the production of newsletters, administration of the guestroom bookings, and preparation of reports for committee meetings
* To administer and host stakeholder and Friends’ events, including all elements of event planning and be the first point of contact for any enquiries relating to the Friends’ programme.

General Development and Engagement

* To support the promotion of the Charity’s fundraising efforts and public engagement activities, working with colleagues to maximise development opportunities
* To research potential sources of supporters, including from trusts and foundations, donors, and stakeholders
* Administration and reporting of any grants from private grant-givers and public sector funders
* To liaise regularly with the finance team assisting with financial administration relating to income from donations, grants, and membership payments.

**Required skills and attributes**

* Excellent written communication skills
* Competent in using Raiser’s Edge, Excel, Word and Outlook
* Logical and analytical approach to the development of systems, processes and reports
* Demonstrable ability to plan, prioritise and manage workload, with excellent attention to detail
* The ability to cultivate effective and positive working relationships with a wide range of people
* Able to take your own initiative when necessary
* A warm and friendly manner
* A well organised and systematic approach to work
* Ability to work effectively as part of a team

**All roles at The Charterhouse require a full DBS check.**

**Equal Opportunities Employer**

We are an equal opportunities employer. We respect and appreciate people of all ethnicities, generations, religious beliefs, sexual orientations, gender identities, abilities and more which we support by our approach to EDI recognising the importance of diversity and of promoting an inclusive culture, and we are committed to equity in all our activities. If you require reasonable adjustments at any stage, please let us know and we will be happy to support you.