

Key Supporter Relationship Manager: Person Specification

Summary

Title:	Key Supporter Relationship Manager
Reports To:	Director of Fundraising
Reports:	Volunteers
Salary:	£30,000 per annum pro rata
Location:	Home-based, flexible with access to Wiltshire
Contract:	Permanent, part time
Hours:	21 hours per week

Overview

The Key Supporter Relationship Manager is an exciting and instrumental role at the Youth Adventure Trust. As a small charity, we put relationships at the heart of our fundraising plan and we pride ourselves on our long-term engagement with supporters.

The post-holder will be a people person and understand instinctively how to develop and maintain high level relationships with the charity's key supporters as well as a proven track record of doing this in practice. The role is varied and will require key skills and experience in relationship management, major donor fundraising, event management, organisation and communication.

In addition, the Key Supporter Relationship Manager will play an important role in delivering our ambitious plan to double the charity's income within the next five years in order to allow us to simultaneously improve our existing service and increase our capacity to help more vulnerable and disadvantaged young people.

Skills and Experience

- Experience of setting and achieving fundraising targets and working to key performance indicators;
- Experience in a major donor fundraising environment;
- Experience of managing successful relationships with key supporters and a track record in developing good relationships with new supporters/stakeholders;
- Experience in seeking out new and maximising existing fundraising opportunities;
- An understanding of financial management procedures and the importance of record keeping;
- Excellent organisational and time management skills with the ability to prioritise work, juggle conflicting demands and meet tight deadlines;
- An excellent eye for detail;
- Excellent verbal and written communication skills;
- Skilled in the art of writing and delivering engaging and effective presentations;
- Experience in managing staff and/or volunteers
- An understanding of the use of social media as a marketing tool;
- A knowledge of fundraising best practice;
- The ability to keep accurate records;
- Strong IT skills including Microsoft office products and the use of a CRM database;
- Willingness to work variable hours and flexibility to travel occasionally;
- An understanding of good working practices when working from home;
- A passion for developing young people and improving their lives through adventure.