

Job Description for the Post of Community Fundraising Manager, Orchard Hill College & Academy Trust

Department: Development Team

Responsible to: Head of Fundraising and Corporate Partnerships

Job Purpose:

The Community Fundraising Manager is a key member of the Fundraising team to deliver OHC&AT's regional community and corporate fundraising strategy, driving income generation in line with agreed priorities. They will develop and manage relationships with local businesses, community groups, and individual supporters to secure donations, sponsorships, and regional partnerships.

The role will be responsible for generating funding to meet annual targets and support key projects across the College and Academies, including initiatives such as Tom's Farm, Tom's Farm, a therapeutic farm at Nightingale Community Academy, providing a nurturing outdoor environment where pupils can develop practical skills, build confidence and independence, improve their wellbeing, and connect with nature through hands-on activities and animal care. The Community Fundraising Manager will ensure all activity is compliant with fundraising regulations and aligned with OHC&AT's Fundraising Principles.

Reporting to the Head of Fundraising and Corporate Partnerships, the Community Fundraising Manager will be a proactive and target-driven individual with a hands-on and engaging approach. They will be a strong communicator, building effective relationships across our schools and college to develop a clear understanding of funding needs. Using this insight, they will identify and pursue opportunities to secure income, demonstrating the confidence, initiative and practical skills needed to turn opportunities into results.

This role is primarily office-based, with the post holder expected to work from an Orchard Hill College & Academy Trust office for a minimum of two days per week. The post holder will also be required to travel regularly between College and Academy sites, community venues and partner organisations as part of their duties. Therefore, a full UK driving licence and access to a vehicle are essential.

Key Responsibilities:

1. Community & Corporate Fundraising

- Identify and prioritise fundraising opportunities across OHC&AT in line with strategic objectives and impact on pupils and students.
- Develop our regional community and corporate fundraising approach, including events, campaigns, and partnership propositions.
- Support content creation for our social media channels and web pages.
- Research and engage local businesses, community groups, and individuals to secure financial and in-kind support.
- Create compelling cases for support, including project plans, budgets, and impact evidence.
- Organise and deliver community fundraising events and activities to engage supporters and raise income.
- Manage regional corporate partnerships, including contracts, payment processes, and stewardship plans.
- Undertake due diligence on all partners and donors to protect OHC&AT's reputation.

2. Stakeholder Relationship Management

- Provide excellent donor care and stewardship through timely communication and reporting.
- Maintain strong relationships with internal teams, donors, and community stakeholders.

3. Performance reporting

- Maintain accurate records of all fundraising activities and assist the Head of Fundraising and Corporate Partnerships to produce regular reports for senior leadership and trustees.
- Work closely with Finance to ensure funds are allocated and reported correctly.

- Contribute to impact reports highlighting the difference made by fundraising initiatives.

4. General

- Maintain accurate records of all fundraising activities and assist the Head of Fundraising and Corporate Partnerships to produce regular reports for senior leadership and trustees.
- Work closely with Finance to ensure funds are allocated and reported correctly.
- Collaborate Marketing to produce impact reports highlighting the difference made by fundraising initiatives.

5. Student Facing Duties:

- During your regular visits to school and/or college sites, it may be that you are expected to assist with student facing duties, for example during an emergency when other staff are called away. Such duties might include, but are not limited to:
 - Supervising students, both children and adults, whilst they wait for other staff/their parents or carers to return.
 - Leading students, both children and adults, to evacuation points during a fire drill or an emergency.
 - Helping to search for students, both children and adults, who have absconded or become lost outside of the premises.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

Person Specification for the Post of Community Fundraising Manager, Orchard Hill College & Academy Trust

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications	GCSE Grade C/4 or equivalent in English and Mathematics	Essential
	Relevant qualification in Fundraising, Marketing, Business Development or a related discipline	Desirable
Experience	Proven experience in community and/or corporate fundraising, including securing donations and partnerships.	Essential
	Good numerical skills and experience managing budgets.	Essential
	Experience working with young people with Special Educational Needs (SEN) or in schools and colleges.	Desirable
Knowledge & Understanding	Must be confident and efficient using Microsoft 365 tools and other relevant digital fundraising platforms.	Essential
Skills & Abilities	Brilliant relationship builder both internally with team members and externally with funders.	Essential
	Strong written and verbal communication skills, with the ability to create and present compelling cases for support.	Essential
	Excellent relationship-building skills with diverse stakeholders.	Essential

	Ability to manage multiple projects and work independently as part of a small team.	Essential
Personal Attributes	Confident, self-assurance, determination and creative thinking are all a must.	Essential
	Flexible and proactive approach.	Essential
Other Requirements	Full UK driving licence and access to a vehicle for work purposes	Essential
	Ability and willingness to travel regularly between OHC&AT sites and external locations	Essential
	Ability to work from an OHC&AT office for a minimum of two days per week	Essential

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*