

Grief Encounter was set up in December 2003 to ensure that bereaved children and their families receive the best possible support following the death of a loved one. Grief Encounter is a leading UK bereavement charity, providing free, professional services and support to bereaved children, young people and their families. We predominantly work in London and Bristol whilst also having a national reach through our Bereavement Support line and through the distribution of Grief Relief Kits.

<b>JOB TITLE:</b>	Fundraising Manager - Bristol
<b>SALARY:</b>	£35,000 - £37,000 per annum
<b>LOCATION/BASE:</b>	Office based (Bristol) with flexibility for hybrid working
<b>CONTRACTED HOURS:</b>	40 hours a week, 5 days a week with a 1 hour paid rest break per day
<b>RESPONSIBLE TO:</b>	Head of Fundraising (Bristol)

Our Vision: A world where no child grieves alone.

Our Mission: To help bereaved children, young people and their families find hope and healing.

Our Values: are very important to us and as a member of the Grief Encounter team, you will be expected to hold these in your day to day work:



Through times of grief, we deeply understand the profound influence of community. We honour heritage, diversity and the important bonds that nurture our sense of self and our collective contributions to provide hope, healing and fulfilling lives.



We're not afraid to face grief head on and tackle difficult conversations openly and honestly with others. This gives everyone the courage to freely express their emotions and actively participate in making a difference.



We dedicate ourselves to the lives of bereaved children and families. With unwavering resolve, we champion the needs of every child to shape hopeful futures, with care, warmth and positivity, nurturing the past, present and future lives.

## **JOB SUMMARY:**

The Fundraising Manager will play a key role within the Income Generation team, managing and delivering support to volunteer fundraisers, community groups, individuals, and corporates in the South West region who wish to fundraise in aid of Grief Encounter. The role focuses on maximizing opportunities and ensuring outstanding supporter care while raising awareness of the organization's work. The Fundraising Manager will be responsible for developing and implementing a fundraising plan designed to increase engagement and support the overall targets of the team.

Additionally, the Fundraising Manager will support the delivery of a series of exciting fundraising events, including the biennial Gala Dinner, Golf Day, and Comedy Night. Through these activities, the Fundraising Manager will help raise essential income to support bereaved children, young people, and families. By working closely with supporters, corporates, and event participants, they will strive to exceed expectations, inspire continued giving, and encourage recommendations to others.

## **MAIN DUTIES & RESPONSIBILITIES:**

- Manage and develop existing community and corporate partnerships, while generating new fundraising opportunities and securing renewals.
- Lead the identification and submission of high-quality proposals and pitches for new partnerships and community grants.
- Oversee and plan regular communication to keep donors engaged and motivated through the stewardship process.
- Develop and deliver a fundraising plan to increase engagement across the South West region and meet targets.
- Research and secure new corporate partnerships, both regional and national, that align with local community efforts.
- Manage fundraising materials, collection tins, and coordinate events, focusing on maximizing ROI and building long-term relationships.
- Support the planning, marketing, and delivery of fundraising events, and assist in securing auction prizes and raffle administration.
- Manage database input and reporting, support event follow-up, volunteer coordination, and drafting funding reports.

**Person Specification:**

- Proven experience in fundraising, with a track record of managing corporate and community partnerships.
- Strong communication and interpersonal skills, with the ability to present effectively both orally and in writing.
- Proactive with excellent time management skills to prioritize multiple projects and meet deadlines.
- Experience identifying new business opportunities and delivering pitches.
- Knowledge and enthusiasm for event delivery and income research.
- Competency in using E-Tapestry (or similar fundraising databases) and MS Office tools (Word, PowerPoint, Excel).
- Motivated, organized, with strong attention to detail and resilience in sensitive situations.
- Ability to work independently, as well as collaboratively within a team, with flexibility for occasional travel and out-of-hours work.