**Support 4 Sight Charity Fundraiser Manager Job Description**

Support 4 Sight is a charity that provides services to over 7,000 visually impaired people and their carers across Essex and surrounding areas each year, improving the quality of life for children and adults of all ages.

We are looking to recruit an experienced Fundraiser to join our team, working closely with and supporting the current CEO. We are looking for someone to expand and lead our fundraising activities and who is capable of leading and directing an expanding fundraising team in the future.

We are a small but established charity, seeking an individual who can work across all fundraising streams but particularly to support corporate, legacy and trust-based work streams.

Main duties for the Charity Fundraiser:

* Generate income levels that meet KPI’s
* Develop a diverse fundraising portfolio
* Build relationships with corporate partners and be an ambassador for Support 4 Sight in the wider community
* Plan and implement a program of fundraising
* Develop and maximise opportunities from our current relationships with community, charitable organisations and volunteers
* Work with fundraising volunteers and staff to devise new schemes, deliver them and monitor their success
* Manage and oversee Support 4 Sight social media channels
* Develop and deliver a process that strengthens our relationships with our donors.
* Manage and oversee thank you letters being sent to donor’s where appropriate.
* Manage all staff and volunteers associated with the fundraising department

Essential criteria for the Charity Fundraiser:

* Previous experience of working within an income generating role in a not for profit environment
* Excellent relationship building skills
* Strong influencing and negotiating skills
* Interest and passion for the charity sector, especially on sight loss
* Ability to manage staff and volunteers