

switchboard



connecting you to LGBTQ+ support

FUNDRAISING MANAGER

APPLICANT INFORMATION PACK

July 2024



WELCOME

Dear Applicant,

Thank you for your interest in the Fundraising Manager position at Switchboard.

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PROUD SINCE '75

Who Are We?

In 2025 we celebrate our 50th birthday, and this landmark makes Switchboard Brighton's longest-running LGBTQ organisation.

This an important and exciting time to be joining our growing charity, and our vital work has never been more needed.

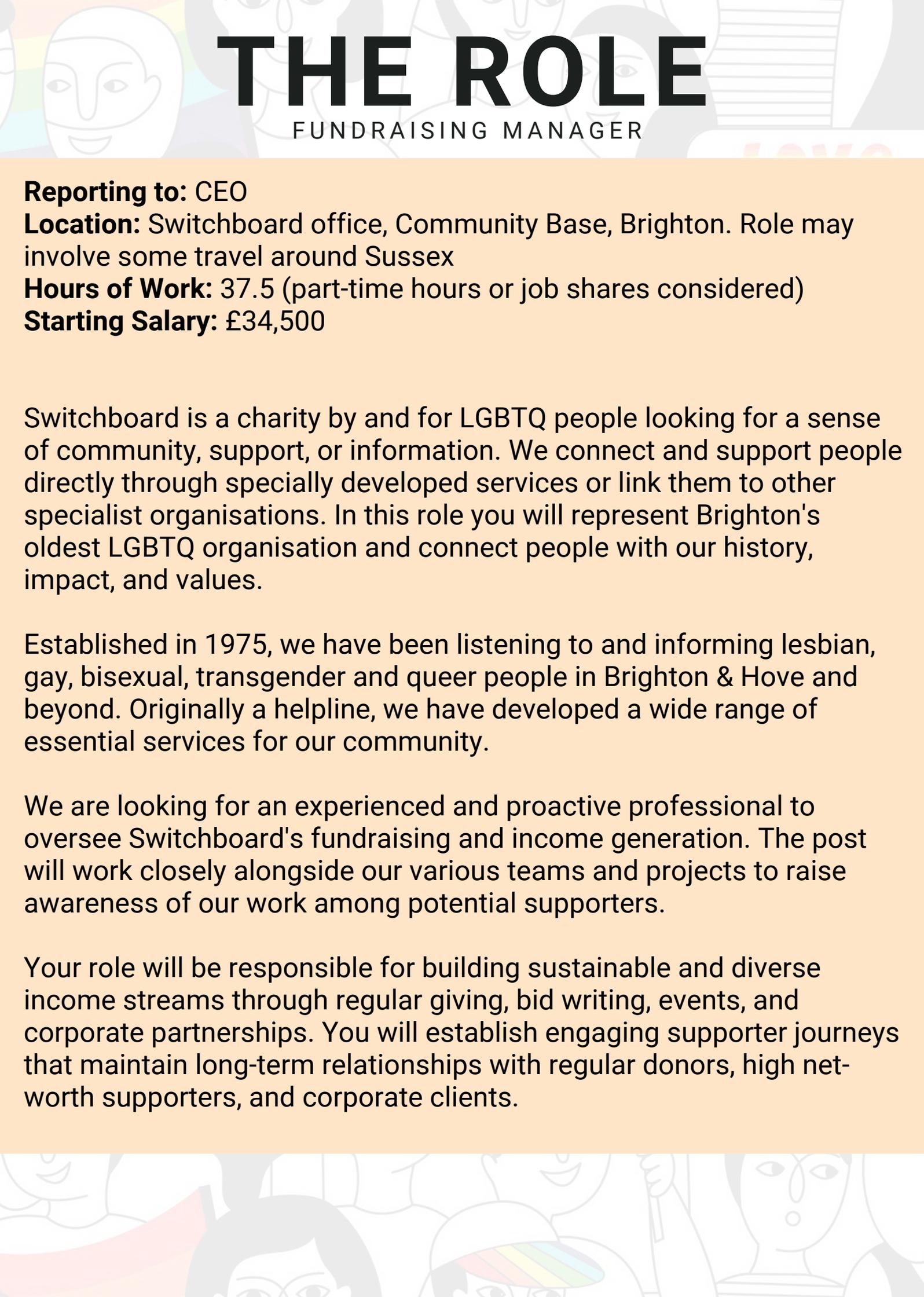
Switchboard amplifies, connects and supports LGBTQ people across Sussex. We serve over 5000 people every year through our 'by and for' services.

Our Vision

is an inclusive and diverse society in which all LGBTQ people can realise their own unique potential.

Our Mission

as a charity run by and for LGBTQ people, is to work to understand and respond to the needs of all LGBTQ communities in Sussex. We do this by listening, informing, and developing.



THE ROLE

FUNDRAISING MANAGER

Reporting to: CEO

Location: Switchboard office, Community Base, Brighton. Role may involve some travel around Sussex

Hours of Work: 37.5 (part-time hours or job shares considered)

Starting Salary: £34,500

Switchboard is a charity by and for LGBTQ people looking for a sense of community, support, or information. We connect and support people directly through specially developed services or link them to other specialist organisations. In this role you will represent Brighton's oldest LGBTQ organisation and connect people with our history, impact, and values.

Established in 1975, we have been listening to and informing lesbian, gay, bisexual, transgender and queer people in Brighton & Hove and beyond. Originally a helpline, we have developed a wide range of essential services for our community.

We are looking for an experienced and proactive professional to oversee Switchboard's fundraising and income generation. The post will work closely alongside our various teams and projects to raise awareness of our work among potential supporters.

Your role will be responsible for building sustainable and diverse income streams through regular giving, bid writing, events, and corporate partnerships. You will establish engaging supporter journeys that maintain long-term relationships with regular donors, high net-worth supporters, and corporate clients.

JOB DESCRIPTION

- Lead the design and delivery of Switchboard's fundraising strategy to generate income in line with agreed targets.
- Oversee all trusts and foundations fundraising and reporting across Switchboard. As agreed with the Chief Executive, take a lead on specific grant applications; and advise and support Switchboard staff making applications for others.
- Develop and implement a corporate fundraising programme, working with key local businesses and business groups to build and maintain their support for Switchboard.
- Develop and implement an individual giving programme, increasing volumes and value of one-off and regular donations.
- Develop and implement a community and events fundraising programme, ensuring Switchboard resources and opportunities to donate to our work are available across our community; and that we have a visible presence during major events.
- Make an active contribution to the planning, delivery and evaluation of Switchboard's 50th anniversary celebrations in 2025 and lead the fundraising components of these.
- Work with Switchboard services staff and volunteers to ensure our clients' experiences, our work and its impact are reflected in our fundraising.
- Maintain systems, monitor and evaluate fundraising performance in line with agreed targets and budgets, and liaise with Finance colleagues as required.
- Remain informed of fundraising trends, innovations, best practice and legislative or regulatory developments.
- Liaise with Switchboard trustees and attend board meetings / AGMs as required.
- Represent Switchboard externally, with partner organisations, at events and with existing and potential donors.
- Make an active and constructive contribution to the professional running of Switchboard, to the office and to the team as a whole.



PERSON SPECIFICATION

<p>Skills, Abilities & Knowledge</p>	<ul style="list-style-type: none">• Detailed knowledge of at least one of the following: trusts and foundations / individual giving / community / corporate fundraising.• Excellent written and verbal communication skills, able to engage and enthuse audiences through a broad range of communications channels.• Project management and organisational skills, and the ability to prioritise and work in a self-directed manner.• Understanding of LGBTQ+ communities.• Ability and willingness to help with organisational events such as Pride or conferences several times a year.• Self-motivated, able to work on own initiative as well as part of a team.• Ability to build effective working relationships with frontline staff, volunteers, service users and partner organisations.• Numerate; able to understand, monitor and manage budgets and other financial information and systems.
<p>Experience</p>	<ul style="list-style-type: none">• At least 2 years of experience of proven success in a fundraising role.• Experience of planning, delivering and evaluating events, projects and/or campaigns.• Leadership experience - this could be in work or elsewhere, with staff, projects, volunteers or communities.
<p>Behaviours</p>	<ul style="list-style-type: none">• A strong belief in Switchboard's vision, mission and values.

OUR PROJECTS & SERVICES

Originally set up as a helpline in 1975, we've grown to deliver much more in response to needs we've identified.

This exciting new role will be supporting Switchboard to continue innovating, developing and delivering and developing services, by and for LGBTQ people in Sussex.

Older People's
Groups

Health &
Inclusion

Refugee
Asylum Seekers
& Migrant
Support

Social
Prescribing

Dementia
Support

Helpline

Engagement
Research
and Training

Grief
Encounters

Domestic
Abuse

OUR BENEFITS



Flexi-time and flexible working



37 days of paid leave (FTE, including bank holidays)



Staff Wellbeing Offer, including local discounts, paid for flu jabs, eye tests, access to counselling, an employee assistance programme and a crisis fund



City centre office location, with free refreshments & snacks



Staff training budgets & personal growth goals



Regular socials and activities for staff and volunteers



HOW TO APPLY



 To apply, please send to info@switchboard.org.uk your CV and a covering letter of no more than two pages setting out how you meet the criteria set out in the person specification (above).

 **Applications close:** 9am, Monday 22 July, 2024
Planned interview date: Tuesday 30 July, 2024

PLEASE NOTE:

We recognise that people of colour are under-represented in our team and we actively encourage applications from people from this group.

We value and recognise lived experience and voluntary work in our recruitment processes.

All of our services operate from an explicitly trans-inclusive standpoint. We believe trans people are who they say they are, non-binary identities are valid, and our services are focused on intersectional inclusion. Our service is for all genders and all LGBTQ sexual orientations. All employees and ambassadors of Switchboard are expected to represent these values in their work.