



Surfers Against Sewage
Unit 2, Wheal Kitty Workshops
St Agnes, Cornwall, TR5 ORD

T: 01872 553 001 **F:** 01872 552 615
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JOB DESCRIPTION

The Position:

| | |
|-----------------------------|--|
| Role: | Head of Fundraising |
| Responsible to: | Chief Executive |
| Responsible for: | Membership Manager, Merchandise Manager, Fundraising Officer |
| Salary: | £30,000 - £32,000 depending on experience |
| Hours: | 37.5 hours a week |
| Contract: | Permanent |
| Based: | SAS HQ, Unit 2, Wheal Kitty Workshops, St Agnes, TR5 ORD |
| Probationary Period: | 6 months |
| Holidays: | 25 days per year plus Bank Holidays |

Overall Purpose of the job:

- To take the lead in all areas of the fundraising department at SAS.
- To line manage 3 roles.
- To lead the development and implementation of the fundraising strategy in order to grow SAS's restricted and unrestricted income in line with annual targets.
- To specifically take the lead in developing the following income streams, charitable trusts & grants, corporate & business, legacies and major donor.

Main responsibilities:

Staff & volunteer management

- Manage and lead the Membership Manager, Merchandise Manager and Fundraising Officer. This included setting targets and work plans, assessing training needs, annual appraisals, recruitment and inductions.
- Recruit & manage long term volunteers to work on specific fundraising campaigns.

Support the Chief Executive

- Support the Chief Executive in his hands on role with fundraising. This includes preparing proposals, attending meetings & deputising for him where necessary.





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Income generation

- Coordination of income generation for SAS
- Development and implementation of SAS's fundraising strategy, setting targets for each funding stream.
- Carry out Return On Investment assessments for individual fundraising streams and report to Chief Executive
- Oversee and support the development of SAS membership, merchandise & community & events fundraising streams.
- Develop and manage the following fundraising streams
 - Charity Trusts and other grants, preparing & administering applications
 - Corporate & business giving schemes, both for specific projects and general business support through donations or product donations
 - Major donor & legacies
 - Appeals

Budgets & financial control

- Oversee the development of the income & expenditure budget for the fundraising department
- Administration of the fundraising budget

SAS representation

- Represent SAS to external bodies, SAS members & supporters.
- Be proactive in representing SAS externally to increase awareness of our work.

Health & Safety

- Ensure that all activities fulfil SAS's Health & Safety requirements, take part in H&S training.

Other

- An ability to be flexible as the organisation requires, you may be required to undertake other areas of work and should be prepared to undertake duties appropriate to the post, as delegated by the Chief Executive;.
- All staff are required to abide by organisational policies and procedures.

