



Fundraising Lead Job Description

Job Title: Fundraising Lead, Northern Roots

Salary: £30,000 to £32,000, pro rata, dependent on experience.

Contract: Fixed term, February 2025 until May 2026. Three days/week.

Organisation: The employing organisation is Northern Roots (Oldham) Ltd, company no 11258080. The role is funded by the National Lottery Heritage Fund.

Based at: On site at Northern Roots.

Job purpose

Northern Roots is transforming 160 acres of urban greenspace into a destination for learning, leisure and growing. The charity aims to benefit the environment, and to improve the health, wellbeing and livelihoods of local communities. We are currently constructing a Visitor Centre, Forestry Skills centre and four acres of Urban Farm, and will open as a visitor destination in 2026.

Over the last five years, working in partnership with Oldham Council, the charity has successfully secured significant capital and revenue funding from a wide range of statutory, trust, foundation and corporate funders. Over the past year, with the support of two specialist fundraising consultants, we have conducted extensive pipeline research, developed a variety of Case for Support and proposal documents, begun to engage with High Net Worth and corporate supporters, and begun to apply to a number of new Trusts and Foundations. As we prepare to open our new facilities, we are now ready to recruit a member of staff to take forward the research, relationships and materials developed by these funding consultants and continue to capitalise on their work. This role provides an excellent opportunity for an enthusiastic, dynamic individual to play a catalytic role in an exciting, innovative and transformational project.

The successful candidate will join a growing, dedicated team, working to the Chief Executive and the Board of Trustees. We are looking for an individual with experience of Trust, Foundation, Corporate and Philanthropic fundraising with a successful track record of securing significant grants and donations. We recognise, however, that we may be unlikely to find a “unicorn” candidate with experience of all types of charitable fundraising; we will therefore consider applications from candidates with experience of some types of funders, and aptitude and capability to develop skills with others. Specialist knowledge of the

communities and heritage of Oldham, and an affinity for horticulture, ecology, arts, culture or outdoor sports would be an advantage.

Line Management responsibilities:

The post holder will not have line management responsibilities.

KEY TASKS:

The role will require you to:

1. Further develop and deliver the fundraising strategy for Northern Roots shaped by the programme, offer and development targets.
2. Develop and maintain relationships with potential partners, stakeholders, businesses and others as appropriate, representing Northern Roots at functions, events and networking opportunities.
3. Identify, secure and effectively manage fundraising income across individual giving, corporate giving and trust/foundation support.
4. Ensure that cases for support are relevant to each different funding source, are developed, regularly updated and relevant.
5. Ensure that all donors are thanked in a timely manner and supported through regular and appropriate communication.
6. Trusts and Foundations: to research potential funding opportunities; working with relevant staff on the development of applications/proposals, building relationships with and reporting to supporters. Ensure each funding application/proposal meets the criteria, deadlines and requirements.
7. Trusts and Foundations: to manage funder reporting including to the National Lottery Heritage Fund and Arts Council England, preparing and coordinating across the service the necessary financial information, progress reports and other information as required.
8. Trusts and Foundations: to maintain a record of Trust and Foundation interests and timetable of application deadlines to ensure funding opportunities are maximised.
9. Individuals: promote individual giving, building relationships with supporters at all levels, working with the Chief Executive on major gifts. Contribute to other initiatives to increase donations from individuals, e.g., online campaigns, legacy giving and development of patrons/corporate schemes.
10. Events: Working with the Chief Executive, plan and deliver fundraising events in partnership with staff and Trustees.

11. Corporate: promote corporate fundraising opportunities, engaging with and developing relationships with companies and staff teams
12. To set up and manage a CRM system for fundraising.
13. To carry out administrative duties linked to fundraising, communicating with actual and potential donors/funders/sponsors/partners etc; and undertaking accurate financial and other record-keeping, using the CRM system and other methods as appropriate.
14. To write and proofread grant applications and other fundraising communications.
15. To contribute to a positive fundraising culture at Northern Roots, including co-ordinating input from non-fundraising staff.
16. To contribute to fundraising-related marketing, such as updating information online, social media activity and print, working with the Communications Team.
17. To actively engage in professional development and networking opportunities e.g. attend North West Development Network and other training opportunities. Follow the Code of Fundraising Practice.
18. Actively promote the equalities and diversity agenda in the workplace.
19. Undertake and assist in other duties as may be required from time to time commensurate with the grade of the post

Holiday entitlement: 25 days holiday a year (excluding public holidays) pro rata

Employer Pension Contribution: 3%

Reporting to: Chief Executive Officer