



We aspire to achieve through education, training, technology, creative activities, sport, entrepreneurship and business skills.

Deaf Aspirations aims to **assist, advance** in life and **enable** deaf children, young people and adults **achieve** through **education, training, technology, creative activities, employment, entrepreneurship** and **business skills**. We want to **advance** the **education and understanding** of the public in the **needs** and **aspirations** of deaf, hard of hearing and deafened people in the UK and worldwide as well as furthering such other social enterprise purposes for the public benefit.

Job Description: Fundraising Manager

This document summarises the purpose of the job and its key tasks. It may be varied from time to time at the discretion of the Board of Directors in consultation with the post holder.

Job Title:	Fundraising Manager (initially voluntary, later Consultancy)
Accountable to:	Board of Directors
Supported by:	Ken Carter (Company Secretary of Deaf Aspirations)
Hours of work:	7 or 14 hours per week (to be agreed)
Based at:	At home and at Deaf Aspirations' office at the University of Reading
Salary:	Voluntary in first instance

Key duties cover:

- Developing and delivering a strategy to achieve required levels of fundraising, according to agreed budget targets.
- Delivering these funds towards required needs; including core costs, existing project costs and new project initiatives.
- To develop a strategy and line of prospective grant funders, through different means, that enables a constant flow of grants and possibly bid writing
- To manage the relationships with potential Funders including reporting requirements, and other forms of relationship building and strategies.
- To work closely with the Project Director to plan, deliver and report on fundraising grants and bids.
- Assisting the Project Director in developing a comprehensive fundraising programme with successful outcomes



Key Skills Required:

- Highly effective written communication skills, capable of producing winning grants and bids.
- Capable of researching and creating a database of grant funders who are suitable to approach for funding
- Effective planner and very well organised.
- Excellent in keeping existing funder relationships, while developing new ones.
- Creative thinker and able to develop innovative ways in grants and bids fundraising.
- Excellent communication skills, and capable of involving and persuading grant makers and funders.
- Able to deliver compelling and effective presentations.
- Able to utilise statistics, numbers and research in compelling and exciting arguments
- Good numeracy and IT skills, able to understand budgets and how to cost out projects/bids.
- Excellent networker.
- Able to work independently and as part of a team

If you have had a similar role or undertaken fund raising work in your previous employment and would like to utilise your skills to assist our charity/educational enterprise to develop and thus enable deaf people, of whatever age, to aspire and achieve in life, then we would be delighted to hear from you.

For further information, please contact:

Ken Carter

Company Secretary of Deaf Aspirations

Work Telephone Number: 01189 313 240

Home Telephone: 01491 576281

Email: ken@deafax.org

Honorary Joint Presidents: Diane Kenyon & Andrew Kenyon

Honorary Vice President: Hamish Rosie

Honorary Ambassador: Alan Murray, MBE

Directors: Rubbena Aurangzeb-Tariq (Co-Chair), Graham Hocking (Co-Chair), Ken Carter (Company Secretary/Treasurer)

Advisers: Professor Andrew Godley, Gavin Williams, Jonathan Tilbury, Philip Boyle

Tel: 0118 931 3240 **Email:** ken.carter25@gmail.com **Website:** www.deafaspirations.org

Registered & Operational Address: Room G15, Building LO 11, Institute of Education, University of Reading, London Road, Reading, Berkshire, UK RG1 5AQ;

Deaf Aspirations is a Company Limited by Guarantee. Registered Company No. 08039828