



**MINDS
MATTER**
Specialist Psychological Therapies



ISLE LISTEN
Because Minds Matter

Job Title	Community Fundraising Manager
Location	Douglas and Castletown
Reports To	Chief Executive
Employment	Permanent, 35 hours per week

Role overview

This fundraising role is pivotal to supporting our planned growth to help us to become the champions of mental health on the Isle of Man from low-level early intervention positive mental health support through our Isle Listen brand, to the more complex needs around long-term conditions through our Minds Matter brand. Reporting to the Chief Executive and working closely with the Head of Marketing, you will ideally be an experienced fundraiser used to working within the Third Sector, who will protect, nurture and grow relationships with key community supporters and stakeholders.

It's an exciting time to join our team and make a big difference to a growing charity and the role will suit someone who is passionate about mental health, is able to champion the work of the charity and is enthusiastic and confident about developing relationships and partnerships. You will provide strong support in driving community engagement and exceeding fundraising targets - creating new community-based income generation opportunities and developing a small but highly motivated volunteer fundraising support-base. A key part of the role will be working with the wider team to identify ways to showcase the great work we do and how supporters can help us do more of it.

About you

You will already know how to build relationships, engage with supporters and be commercially 'aware'— and be able to provide appropriate ways for supporters to give, to get involved and learn how their support is making a difference. You will be a confident communicator, be used to working to income targets and have excellent relationship management and interpersonal skills, to comfortably network and engage at an appropriate level and understand when to involve other team members.

Your previous experience might be in a community and/or events role, or another area of fundraising, and you're looking to make the next move in your career to gain wider experience and exposure in community and relationship fundraising.

Responsibilities

- Support existing, and develop new, community relationships to achieve income growth.
- Achieve annual fundraising targets through community fundraising events and activities.
- Work with the wider fundraising team to develop short, medium and long-term strategic plans that will deliver and achieve the agreed annual events income & expenditure targets
- Ensure that existing/new events and activities are well researched, planned and implemented in a timely manner.
- Work with the Marketing Team to communicate effectively with community groups and linked stakeholders.
- Provide content for our external communications via social media, the print press and radio to celebrate our supporters and advertise fundraising events hosted by our supporters.

MINDS MATTER & ISLE LISTEN

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mindsmatter.org.im | islelisten.im

Minds Matter and Isle Listen are registered trading names of MCH Psychological Services which is a registered charity in the Isle of Man Number 1024 and organisational member of The British Association for Counselling and Psychotherapy

- Be a main point of contact for fundraising enquiries, fielding requests, offers of support and escalating to the senior leadership team as appropriate.
- Recruiting and managing community fundraising volunteers and social enterprise activities.
- Attending and, where appropriate, representing the organisation at agreed external events.
- Participating in the ongoing development of our CRM database and engagement processes to deliver efficient and timely support and M.I. to the organisation.
- Reporting on income generation and engagement activity and escalating areas of potential concern/advantage to the senior leadership team.

Experience

- Experience in successfully managing relationships with stakeholder groups which may include relationship management or sales experience
- Experience of stewarding and cultivating relationships with stakeholders at all levels, internal and external, and in the Third Sector would be an advantage
- Experience of recruiting new supporters or cultivating sponsor relationships
- Experience of organising and executing profitable fundraising events
- Ability to effectively recruit and manage volunteers to form a mutually beneficial and lasting relationship with the Charity

Skills Required

- Strong interpersonal skills and emotional intelligence
- Experience of working with community-based groups
- A proven ability to build and develop successful working relationships with external parties and the ability to communicate with people at all levels
- The ability to understand and convey a strong story to community supporters on the phone, face to face and via email
- Exceptional attention to detail
- Excellent verbal and written communication skills, including extensive experience of presentation delivery and facilitation
- Excellent time management skills with the ability to simultaneously manage multiple projects and meet deadlines.
- Full clean driving licence and use of your own vehicle
- Strong IT skills, including Microsoft 365 software, a good working knowledge of CRM databases would be an advantage
- Highly motivated, objective-orientated and team player
- Ability and willingness to work at evenings or weekends, as required
- A strong belief in the importance of mental health, coupled with an understanding of the need for community and philanthropic support to achieve it
- An interest in psychology and mental health

Other Requirements

- Satisfactory Police check
- Isle of Man worker
- Pre-employment checks