



The Egypt Exploration Society

Fundraising Manager

The EES is a registered charity, but also has resources that appeal to academic, enthusiast, media and general interest groups. The successful candidate need not have a Charities background but as part of the role will be required to become familiar with Charities fundraising activities.

Responsibilities

This is a new position at an exciting time for the EES. We are looking for an enthusiastic and motivated individual with a proven track record of generating sustainable income to join a small team and make a major difference.

The agenda is to deliver significant revenue increases (up to £200k annually by year 2) by capitalising on the wide variety of resources available to, and fieldwork undertaken by, the EES to deepen its interest to current members and to extend the Society's appeal to a wider audience.

The Fundraising Manager will establish a fundraising policy and strategy, define the initiatives in a way that will deliver to the tactical and strategic aims of the Society. They will have an extensive knowledge of the fundraising sector and will be expected to identify target markets and organisations on which to focus efforts. These may include grant-giving bodies, corporate sponsors, high net worth individuals, legacies and membership/friends' schemes. They will determine an approach to generating income from each target sector and organise the necessary communications, marketing, advertising and events with assistance of the office staff. The candidate will draw on their expertise to establish policies and pricing of services where necessary for managing the above activities and prepare documentation necessary for funding applications.

The role will be accountable for managing a budget, achieving financial targets and will work with the Finance Administrator to track progress against the plan. Since the Society only has a small staff team, the person appointed will need to be administratively self-sufficient. The role reports to the Director and will also deliver quarterly progress reports to the Board.

Qualifications and Skills

- Proven track record in institutional fundraising, ideally within the charitable sector
- Proven influencing and negotiating skills, ideally including face-to-face major fundraising
- Excellent written and verbal communication skills
- Excellent organisational, leadership and interpersonal skills
- Proven ability to create a fundraising policy and execute according to the plan.
- Proven ability to meet financial targets
- Confident networker with ability to quickly build a strong network.
- Strong numeracy skills and keen attention to detail
- Interest in and support for the aims of the EES
- Membership of Institute of Fundraising is desirable.

Personal Attributes

- Highly motivated and goal-orientated
- Enthusiastic and resilient
- Confident and outgoing
- Polite, tactful and discreet

Terms of employment and Salary

The post is intended to be full-time and based at the Society's central London Office. However, the Society is willing to be flexible about terms and conditions and applications proposing more flexible arrangements would also be welcome.

The annual salary is likely to be in the range £30K - £40K (pro rata if the person appointed works part-time)

Occasional travel and evenings and weekend work might be necessary

There will be a nine month probationary period, culminating in a review to assess performance against objectives.

Holidays

For a full-time employee: 20 working days (exclusive of normal public holidays) per annum plus one week at Easter and one week at Christmas.