



**Job Title:** Fundraising Manager (UK)

**Department:** Fundraising

**Department Mission:** The Fundraising Department of The Body Shop Foundation is responsible for all fund and awareness raising undertaken by the charity, utilising all channels available. The Fundraising team produce and organise all fundraising events and provide guidance and support to all stakeholders on matters of fundraising and volunteering.

**Reporting to:** Chief Executive

**Hours:** Mon – Fri 9.00 am – 5.00 pm (37.5 hours)

---

### **Key job accountabilities**

Member of the Management Team responsible to the Chief Executive for all Foundation fundraising activities. Responsible for developing & implementing a fundraising strategy - with a view to raising the Foundation's charitable profile and maximising the income from all possible sources against an agreed expenditure budget.

To provide excellent customer service to all stakeholders, communicate effectively, drive results and contribute to effective team working, managing, when required, to adapt to a changing environment.

---

### **Main duties & responsibilities**

1. To develop and implement a fundraising strategy which identifies and maximise all avenues for new income and builds on current avenues, supporting the work of the Foundation and its grants programmes.
2. To work with CEO to plan and implement strategic direction with regard to Fundraising.
3. To build strong and integrated working partnerships with The Body Shop International and its extended family, staff, franchisees and other stakeholders to ensure the maintenance of effective long term supporter relationships.
4. To provide overall management, expertise, support and leaderships to all fundraising staff and volunteers, identifying & incorporating personal development.

5. To plan, design & produce all new tools and systems for The Body Shop Foundation to ensure that our fundraising evolves and progresses year on year. Responsible for regular updating to ensure information is fresh to encourage engagement.
6. To develop, manage and lead The Body Shop Foundation Volunteering Programme, ensuring regular updating, communications and encouraging recruitment and engagement.
7. To have delegated responsibility for deployment of agreed element of the Fundraising budget.
8. To be responsible for upholding the values of The Body Shop Foundation using your best endeavours to promote the interests of The Body Shop Foundation. To minimise the environmental and health and safety risks in the workplace and to report to relevant managers any near misses and real accidents.
9. Ability to adapt and show flexibility in a pressured work environment, working outside core hours if the situation dictates, for the proper performance of your duties and in support of key events.
10. To action any other ad hoc activities that may come up from time to time, including supporting other department activities.

## **PERSON SPECIFICATION – Fundraising Manager**

- Demonstrable experience of excellent organisational skills
- Demonstrable track record of fundraising and achieving targets set.
- Quick thinker & fast worker; ability to turn on a six pence to achieve a goal, ensure a target is hit with a last minute event or hit a deadline.
- Excellent communication skills, both verbal and written, with the presence and authority required to speak at senior levels.
- Confident use of computer applications.
- Strategic thinker with the ability to multi task and work to tight deadlines.
- Inspirational talker; ability to motivate, inspire and engage audience into an action for the Foundation – be it attending an event, volunteering etc.
- Excellent management & communication skills.
- Excellent interpersonal and networking skills.
- International travel to be expected; meetings, events, conferences etc
- A flexible approach with a willingness to work outside of core hours and away from home when required.
- A genuine and enthusiastic commitment to the work of The Body Shop Foundation and the projects it supports.