



## **Fundraising Manager**

**Role:** Fundraising Manager

**Location:** Cambridge Science Centre, Clifton Road, CB1 7ED

**Reports to:** Chief Executive Officer

**Salary:** £38,000 to £45,000 per annum, dependent on experience.

**Contract Type:** Permanent. Full-time.

### **Cambridge Science Centre**

For over a decade, Cambridge Science Centre (CSC) has been inspiring and nurturing a passion for STEM (Science, Technology, Engineering, and Maths) among young people across the East of England. Our mission is guided by three core principles. Firstly, research consistently shows that a strong foundation in STEM can open doors and expand life opportunities. Secondly, our programmes offer life-enriching experiences that bring joy, wonder, and new perspectives to young people, transforming how they see themselves and the world. Lastly, we believe our work is essential because existing formal STEM education systems do not always meet the needs of all young people. Each year, CSC engages approximately 30,000 young people, empowering them to envision and create a brighter future.

With the recent opening of a new permanent venue in Cambridge, CSC is now able to offer even deeper engagement opportunities to enhance our ongoing outreach. Our programmes cater to a broad age range, from early years to age 16, while also engaging the parents, carers, and educators who play a key role in their lives.

CSC is an independent educational charity (Registered Charity No. 1146349. Find out more at [www.cambridgesciencecentre.org](http://www.cambridgesciencecentre.org)).

### **Fundraising Manager**

The Fundraising Manager will be a key player in ensuring the sustainability and growth of Cambridge Science Centre. This role requires someone who can write compelling funding proposals, build relationships with charitable trusts, foundations, and corporate partners, and remain flexible in adapting to emerging trends. This position involves close collaboration with the CEO and other senior team members to align efforts with CSC's strategic priorities.

### **Key Responsibilities**

- Contribute to the development of CSC's overall fundraising strategy, ensuring alignment with organisational priorities and long-term goals.
- Craft compelling funding applications and project reports tailored to the objectives of charitable trusts, foundations, and corporate partners, showcasing CSC's innovative programmes and measurable impact.
- Develop and manage a schedule of approaches for new, lapsed, and existing funders, ensuring proposals are aligned with each funder's unique priorities and interests.
- Collaborate with internal teams to identify funding opportunities, report on outcomes, and clearly communicate the impact of CSC's work to stakeholders.
- Monitor trends in the funding landscape, adapting strategies to explore emerging opportunities.

- Provide support to the CEO in preparing presentations and materials for funder pitches and donor meetings.
- Confidently represent CSC in various settings to build trust, strengthen relationships, and secure funding support.
- Cultivate and establish multiyear partnerships with key funders, ensuring sustainable income streams for CSC's programmes.
- Ensure all fundraising activities comply with the Institute of Fundraising's Code of Practice, the Fundraising Regulator, and GDPR requirements.

## **Person Specification**

### *Essential Criteria*

- Proven track record of preparing and submitting successful, complex funding applications, securing significant (£50k+) awards.
- Experience managing and developing strategic relationships, from identifying potential funders to securing gifts or grants.
- Understanding of corporate funders' priorities and the ability to craft mutually beneficial partnerships that align with organisational goals.
- Resilience and adaptability, with the ability to remain motivated and flexible in the face of rejection or shifting organisational priorities.
- Exceptional writing skills, capable of producing concise, compelling content that clearly articulates need, solution, and impact.
- Strong interpersonal skills, with the ability to build trust-based relationships and collaborate effectively across all organisational levels.
- Confidence in working with budgets and data, demonstrating strong numeracy skills and attention to detail.
- Evidence of effective networking and relationship-building within the fundraising sector, leading to successful outcomes.
- Knowledge of fundraising regulations and compliance, including GDPR, ensuring adherence to legal and ethical standards.
- Inclusive and collaborative mindset, valuing diverse perspectives and fostering teamwork.
- Quick learner, adept at understanding complex challenges and developing innovative and practical solutions.

### *Desirable Criteria*

- Experience with fundraising databases (e.g., Salesforce)
- Organisation of funder cultivation events.
- Experience in implementing innovative fundraising strategies, including the use of digital tools or developing unique partnership models.

## **Working Conditions**

The primary location for this role will be Cambridge Science Centre's Head Office at 44 Clifton Road, Cambridge, CB1 7ED. However, we offer the option of flexible hybrid working. This role is also eligible for a performance-related bonus.

### **Standard working hours are 7.5 hours per day**

Parking and bike storage are available at both CSC locations.

### **Benefits include:**

- 25 days annual leave, plus Bank Holidays
- Mental health support in partnership with BetterHelp
- Contributory pension scheme

**Recruitment Process and Timeline:**

To apply for the position of Fundraising Manager at Cambridge Science Centre, please submit your CV and a Cover Letter explaining why you are interested in joining the Centre and how your skills and experience align with the role. Send your application to: [jobs@cambridgesciencecentre.org](mailto:jobs@cambridgesciencecentre.org).

**Application Deadline:** 31st January 2025

**Interviews:** Week commencing 17<sup>th</sup> February 2025