



## Community Fundraising Manager

Lindengate is a leading Nature based Health and Wellbeing Charity based in Wendover, Bucks, at the foot of the Chiltern Hills. In just over 7 years, and with the support of over 200 volunteers, Lindengate has transformed from a disused allotment site with 6ft high nettles to a unique secret garden with a Nature Reserve, Ponds, Heritage Orchard, Kitchen Garden and Sensory Garden with sculptures and heritage-based art hidden across the site.

At Lindengate, we believe the natural environment is a healer and teacher and have collated strong evidence regarding the therapeutic benefits for recovery from stress and illness.

Our underlying ethos is to protect and enhance the natural environment whilst creating opportunities for a positive impact on people's wellbeing. Upcycling and recycling are also factored into our woodworking and heritage craft projects. Add to this the community of volunteers and staff who nurture a supportive, inclusive and safe environment and you have a recipe for success.

**Our vision:** Better health and wellbeing for all through nature.

**Our mission:** Through the provision of nature-based activities, we empower everyone to nurture their wellbeing, connect to the healing power of nature and respect the environment.

**Our values:** Nurture / Collaborate / Pioneer / Empower / Respect

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**Role title:** Community Fundraising Manager  
**Based at:** Lindengate Charity, Aylesbury Road, Wendover, Buckinghamshire, HP22 6BD  
**Reporting to:** Senior Sustainability Manager  
**Hours:** 4 days per week / (flexible working and other part-time hours will be considered)  
**Pay:** £29,120 per annum (£16 p/h)

**Benefits Package:**

- 25 days leave plus Bank Holidays (pro-rata)
- Occupational sick pay scheme
- Training and development opportunities
- Ethical employer
- NEST Pension scheme
- Free parking
- Free tea & coffee
- Branded uniform (fleece, hoodie & polo shirt) and required PPE

- Discounts at the local outlet stores adjacent to Lindengate

• **Wellbeing Package**

- Flexible hours
- Staff Wellbeing Day
- Encourage time in the garden
- Team social events

Lindengate has undergone considerable change and growth over the past 18 months and this new role recognises the potential for growth of Lindengate's services in, and partnerships with, the community sector. Engaging with this sector is now more important than ever and we are looking for someone who

is proactive, and solutions led to develop and grow our community relationships with a view to increasing our income streams and achieving financial sustainability

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **OBJECTIVES:**

To research, approach and secure new community partnerships.

To manage community partnerships to secure sustainable new income channels for Lindengate.

### **KEY TASKS:**

Develop and cultivate a portfolio of community partners to raise significant new income, by providing excellent account management, designing and delivering bespoke communications and organising cultivation events.

Research potential community supporters and plan and deliver engaging approaches to them to secure support for Lindengate.

Identify, secure and develop new community partnership opportunities through the following channels:

- Work with Lindengate's Managers to organise events to secure new funding.
- Nurture existing Charity of the Year partnerships and develop new ones.
- Secure community donations, sponsorship opportunities, fundraising events, gifts in kind and other community engagements to increase income.
- Maintain and constantly improving a positive supporter journey; maximising return and lifetime value of a supporter and ensuring their positive experience with Lindengate.
- Act as an ambassador for Lindengate, representing the charity and undertaking public speaking at external events, including a wide variety of networking events. (e.g. attend and present at local community networking events)
- Assist in the implementation of existing, and the development of new, community partnership "products" and services.
- Maintain and develop knowledge of the community sector ensuring all partnership opportunities are maximised.
- Meet income and expenditure targets on community accounts managed.
- Ensure that Lindengates' positive reputation and high profile in the local community is maintained and further developed.
- Support the wider fundraising team with online fundraising platforms, social media feeds and associated communication tools.
- Implement all related administration, recording of income, thanking and reporting for donations received, producing monthly activity and income reports, updating the database with key contacts and information.
- Work collaboratively with colleagues across the organisation to maximise fundraising income.

### **ADDITIONAL RESPONSIBILITIES**

- To be sensitive to, and supportive of, people with mental health challenges with whom we work, in all areas of practice and adhere to our safeguarding policies.
- To actively consider the involvement and importance of volunteers in all areas of our work.
- To observe all health and safety requirements.
- To work within and promote policies in relation to Equal Opportunities and Diversity practices.
- To undertake any additional and appropriate functions as required. Any additional duties will normally be to cover unforeseen circumstances or changes in work, and will usually be compatible with the

regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

## **PERSON SPECIFICATION**

### **Essential**

- 3 years fundraising experience or equivalent .
- Knowledge of the community sector.
- Experience of professional fundraising, or similar experience in a marketing, sales or business development environment & working with people at different levels, demonstrating an ability to engage effectively.
- A proven track record of success in managing and achieving set targets & experience of successful business networking.
- Excellent organisational skills, including ability to work on own initiative, managing & prioritising workload & high level of communication skills.
- Ability to initiate and develop relationships with a variety of different people.
- Confident and professional approach, ability to exercise own judgment and discretion.
- Experience in using Customer Relationship Management (CRM) systems & using online fundraising platforms.
- Customer focussed approach to all duties.
- Hard working, resilient & goal orientated, committed to working as part of a team.
- Adaptable and flexible with a willingness to occasionally carry out duties outside office hours.
- An awareness of and interest in the work of Lindengate and nature-based charities, with an empathy with conservation and protecting the environment.
- Full clean driving license & own car.

### **Desirable**

- Membership of the Institute of Fundraising.
- Understanding of the environment that different community sectors are experiencing.
- Experience of delivering strategic community partnerships that go beyond fundraising.
- Success in competitive pitching and winning community support.
- Experience of working with volunteers.
- Creative, with an ability to produce high quality media releases and carry out associated PR activities.

## **ATTRIBUTES**

- An empathy for people with mental health needs, especially young people.
- Values that are in line with Lindengate's policy to conserve nature and use eco-friendly and recycling methods.
- High personal standards, including good time keeping, ability to meet deadlines and general good organisation and self-management with all activities.
- Enthusiastic personality, able to motivate others and work as part of a team.
- Pleasant and patient manner, and ability to relate positively to our site participants, staff and volunteers.
- Experience of working with young people.
- Ability to deal with changing priorities and respond happily to the need to be flexible.

## **COMPLIANCE WITH POLICIES**

All duties and responsibilities should be carried out in accordance with agreed policy and procedures, in particular the policies on Vulnerable Adults, Boundaries, Safeguarding, Confidentiality, Data Protection and Health and Safety.

**Support:** Training, where specifically required for the role, will be provided.

**Security Checks:** Employment is subject to a satisfactory Enhanced DBS check.

**To Apply, please submit a full CV with covering letter to [info@lindengate.org.uk](mailto:info@lindengate.org.uk)**

**Telephone:** 01296 622443

**Website:** [www.lindengate.org.uk](http://www.lindengate.org.uk)