



## Capital Appeal Manager (Give me a Break Appeal)

Reporting to:	Director of Fundraising
Direct reports:	N/A
Hours:	37.5 hours per week with progressive flexible working hours scheme
Location:	Flexible, but regular travel to donor meetings and the charity's London office will be required
Salary:	£59k
Annual Leave:	23 days plus bank holidays (increasing with length of service) plus additional flexi-time days off

### Providing unforgettable breaks for nearly 60 years

Revitalise's essential short breaks boost wellbeing, rejuvenate relationships and bring disabled people and carers closer together. We deliver breaks filled with entertainment and new experiences, backed up by 24-hour expert care and much needed reassurance for our guests.

Without Revitalise, some time away from the challenges of everyday life would simply be out of reach for many disabled people and their families.

But we want to do more. Revitalise has ambitious growth plans. We want to increase the number of guests able to access our services, further improve the quality of the physical environment and use our expertise to transform the landscape for Respite Holidays in the UK.



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## Your role

To help us achieve our vision and growth objectives, we are seeking an ambitious leader for our 'Give Me A Break' Appeal.

The postholder will serve as a focal point for the Appeal, coordinating all relevant engagement activities, case development and approaches to potential supporters.

The ideal candidate will have a strong track record in one or more relationship fundraising discipline with experience of building strong relationships with philanthropists and other high value supporters of particular importance.

The postholder will also need a good understanding of the UK's philanthropic environment as well as the ability to clearly articulate Revitalise's offer and impact, both in written form and verbally.

To thrive in this critical role, you will be a confident and driven communicator, have great attention to detail, a passion for building mutually effective relationships and an entrepreneurial mindset.

Due to the size and location of Revitalise's wider income generating team, from time to time, the postholder may also be required to support colleagues with the delivery of other national fundraising activities.

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## Objectives of Role

- Ensure Revitalise achieves agreed Capital Appeal targets
- Identify and manage relationships that have the potential to support Revitalise's mission beyond the end of the Capital Appeal

## Specific duties will include:

1. Work with the Director of Fundraising to deliver the Capital Appeal. This includes submitting high quality trust applications, making personal approaches to high-net worth individuals or companies and supporting senior volunteers or colleagues who are best placed to make any specific ask or approach.
2. Coordinate any engagement events or meetings between funders and senior charity stakeholders



3. Develop and implement a partner and funder communication plan to support mutually beneficial and long-term relationships.
4. Act as the key point of contact for a range of current and prospective funders and partners.
5. Be accountable for income performance forecasts, providing clear narratives to put current performance in context and articulate any required actions or mitigations.
6. Use Revitalise's CRM system to keep accurate and appropriate records of all approaches made, relationships held and income generated. This data will also be used to generate insights and analysis that will inform future business plans and projections.
7. Where necessary evolve the appeal delivery plan in response to changes to the project's scope, requirements, timing or the external operating environment.
8. Undertake any duties that the Director of Fundraising may reasonably require.
9. To support a positive, high performing and collaborative team culture that demonstrates the charity's commitments and priorities towards its people, through agreed ways of working and agreed processes.

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## Person Specification

We need you to use the application form or your CV and covering letter to give evidence of how you meet the requirements in each point listed below.

### Experience

1. Experience of successful relationship fundraising including identifying and managing relationships with high-value donors, ambassadors or funders.
2. Experience of Capital Appeal fundraising or delivering tailored funding applications to Trusts, companies or individuals
3. Experience in engaging local community groups
4. Experience of using data, audience insight and analysis to successfully identify appropriate communication plans and messages
5. Organising a demanding and varied workload, planning work and projects and successfully completing these to set deadlines.



6. Building and maintaining constructive collaborative relationships with a variety of internal and external contacts to achieve identified objectives and outcomes.
7. Developing and maintaining processes, procedures and information systems to support the work of a fundraising team and align with overall strategy.

### **Skills, Knowledge and Abilities**

1. Ability to work with autonomy with a high level of self-motivation and confidence
2. Knowledge of the UK fundraising operating context, including relevant legislation
3. Knowledge of philanthropy and trust application process
4. Genuine interest in working with Revitalise's client group.
5. Excellent attention to detail
6. Knowledge of and ability to use CRM databases
7. A demonstrable commitment to Revitalise's values in all personal and professional behaviours: inclusive, change-maker, passionate, caring, joyful, hardworking.

**In addition, the following are required for this role. However, you do not need to address these in your application**

- Willingness to work flexibly in response to changing organisational requirements.
- Willingness and ability to travel within the UK from time to time with overnight stays where necessary.

**In the interview and selection process, we will be assessing candidates against the following competencies (you do not need to address these in your application form/covering letter).**

Competency	What are we looking for
1. Caring and including	<ul style="list-style-type: none"> <li>• Is passionate and professional about Revitalise's purpose to deliver a great experience for our guests</li> <li>• Strives to create a warm, supportive and enjoyable guest/customer and working environment</li> <li>• Seeks feedback to improve the team's services and champions improvement initiatives</li> </ul>



	<ul style="list-style-type: none"> <li>Actively promotes equality, diversity and inclusion among colleagues and guests/customers.</li> </ul>
<b>2. Collaborating and influencing</b>	<ul style="list-style-type: none"> <li>Shows self-awareness, empathy and manages emotions appropriately at work</li> <li>Welcomes feedback to improve personal style and contribution</li> <li>Collaborates well with other people</li> <li>Networks effectively internally and externally</li> <li>Shows sound oral communication and influencing skills</li> </ul>
<b>3. Understanding and doing</b>	<ul style="list-style-type: none"> <li>Able to find and analyse relevant written and numerical information and use it to make sound judgements</li> <li>Able to think strategically and make sensible decisions</li> <li>Demonstrates the necessary technical skills and aptitudes at the level that are required for the role</li> <li>Has good writing skills at the level required for the job</li> <li>Has presentational skills at the level required for the job</li> <li>Plans, organises and manages time well</li> <li>Demonstrates compliance and accountability</li> </ul>
<b>4. Change-making</b>	<ul style="list-style-type: none"> <li>Shows proactivity and initiative</li> <li>Demonstrates critical thinking - is prepared to challenge the way things are done to bring about improvements</li> <li>Is flexible and resilient in the face of new ideas, improvement and change</li> <li>Demonstrates innovation and creativity in service development and problem-solving</li> <li>Actively seeks to deliver efficiency and value for money</li> </ul>

## To apply

Please send your CV and a covering letter to [applications@revitalise.org.uk](mailto:applications@revitalise.org.uk) by 12<sup>th</sup> August. It is important that your covering letter:

- explains why you are interested in this role and in working for Revitalise
- describes your experience and attributes against all the numbered items on the Person Specification for the role, giving us clear examples