

Fundraising & Partnership Manager	
Salary (FTE):	Up to £33,150 (& Benefits)
Contract Type:	Full-Time, Permanent <i>Upon successful probationary period, eligible for 100-80-100 trial</i>
Hours of work:	37.5 hours per week <i>Due to the nature of fundraising, events and partnership development, this role requires regular evening and weekend working. Working hours will be arranged flexibly in line with business needs</i>
Responsible for:	Fundraising & Partnership Coordinator
Location:	YMCA North Tyneside, Church Way, North Shields, NE29 0AB <i>With regular travel across our delivery areas and occasional travel further afield to attend meetings, networking events, fundraising activities and training</i>

Organisational Context:

YMCA North Tyneside is a Voluntary Sector Organisation undertaking youth and community programme work in areas of North Tyneside, South Tyneside, and Teesdale. We are part of the worldwide YMCA movement, which started in London in 1844 has grown to become the world's largest and oldest youth movement. Now, more than 175 years later, YMCA is operating in 119 countries, with 64 million people reached annually around the world. Guided by our Christian values, we believe everyone has potential, and we serve our communities so that all can hope, belong, contribute and thrive.

Job Purpose:

To drive the operational success of YMCA-NT's income streams through exceptional event execution, high impact corporate networking, and enthusiastic community mobilisation. This is a high-energy, outward facing role focused on being 'in the field' - opening doors with local businesses, hosting public events, and motivating supporters.

The role moves away from day to day departmental volunteer administration to focus on leveraging corporate CSR (corporate social responsibility) days, campaigns, and events as strategic tools for relationship building and revenue generation.

Main Duties & Responsibilities:

- Own the end to end planning, logistics, and on the ground execution of a busy annual calendar of flagship events (e.g. Golf Day, PITP) and public facing campaigns
- Act as the primary face, high energy host and master of ceremonies at events, ensuring a seamless, motivating, and memorable experience for all attendees and corporate sponsors



- Manage operational relationships with external adventure-fundraising partners, driving participant engagement and ensuring financial targets are achieved
- Proactively network within the local business community, schools, churches, and civic groups to build relationships and secure mid-level corporate partnerships, sponsorships and charity of the year status
- Act as a passionate ambassador for YMCA-NT, effectively sharing our mission and impact to turn cold leads into long-term financial supporters
- Design, pitch, and host impactful Corporate Volunteering Days that align a business's CSR goals with practical, event-based needs of our department
- Steward regular givers and community donors with creative communication to ensure high retention and ongoing enthusiasm
- Recruit, inspire and coordinate large teams of event-specific and corporate volunteers, keeping morale high and ensuring clear direction on campaign days/events
- Line manage the Fundraising & Partnership Coordinator, directly delegating data entry, compliance paperwork, venue bookings, and administrative tasks to maintain a highly organised 'engine room'
- Work in partnership with the Marketing & Communications team to ensure all events, partnerships and campaign materials are perfectly aligned with brand strategy and heavily promoted

General:

It is in the nature of the work at YMCA North Tyneside that tasks and responsibilities are in many circumstances unpredictable and varied, therefore, this job description is not an exhaustive list of duties and responsibilities but is intended to reflect a range of duties the post-holder will perform in line with their remuneration. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

This role will work collaboratively with colleagues across YMCA North Tyneside, including the CEO, Senior Leadership Team, Board of Trustees, Marketing & Communications, Finance and operational teams, to ensure successful delivery of fundraising activities and organisational priorities. Externally, the role will build and maintain positive relationships with corporate partners, local businesses, schools, churches, community organisations, funders, event suppliers, volunteers, supporters, donors and other key stakeholders, acting as a professional ambassador for the charity and representing the charity at networking events, meetings and community activities.

This post requires proof of right to work in the UK, satisfactory references and a satisfactory enhanced DBS Disclosure (the cost of which will be met by the employer).

Safer Recruitment & Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We expect all staff to share this commitment.

We strive to create a safe and supportive environment where everyone feels protected from harm. We have robust procedures in place to prevent and address any concerns about abuse



or neglect. All staff and volunteers have a responsibility to report any concerns about the safety or welfare of children, young people, or vulnerable adults. We have clear reporting procedures and we will take all concerns seriously.

Equal Opportunities

YMCA North Tyneside is committed to eliminating discrimination and encouraging diversity amongst the workforce. We aim to be an equal opportunities employer and we are determined to ensure no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Flexible work is supported, and applications from people with disabilities are encouraged. We strive to create local employment opportunities for all

Person Specification			
	Essential	Desirable	Assessed by
Education/Qualifications			
Educated to A-Level standard of equivalent experience	x		CV
Degree or professional qualification in fundraising, marketing, business, events or related discipline		x	CV
Experience			
Experience delivering fundraising events from planning through to evaluation	x		CV
Experience securing corporate sponsorships or business partnerships	x		Application/Interview
Experience managing Charity of the Year partnerships		x	Application/Interview
Experience meeting or exceeding income targets	x		Application/Interview
Experience recruiting, coordinating, and motivating volunteers	x		Interview
Experience leading large event volunteer teams		x	Interview
Experience effectively line managing staff			Application/Interview
Experience developing relationships with community groups and local businesses	x		Application
Experience within the voluntary sector		x	Application



Skills & Abilities			
Excellent interpersonal and relationship building skills	x		Interview
Existing network across North Tyneside business community		x	Interview
Outstanding presentation and public speaking skills	x		Interview
Strong negotiation and influencing skills	x		Application/Interview
Excellent organisational and project management skills	x		Application/Interview
Experiencing using CRM systems such as Donorfy		x	Application/Interview
Experience writing fundraising proposals		x	Application
Good IT skills including Google Workspace	x		Application
Knowledge of Canva or digital fundraising platforms		x	Application
Personal Skills & Abilities			
Passionate ambassador for YMCA values and mission	x		Interview
Previous experience working within a YMCA		x	CV
Highly motivated, energetic and self-driven	x		Interview
Comfortable networking with senior business leaders and community stakeholders	x		Interview
Able to work independently whilst contributing positively to a wider team	x		Interview
Flexible approach to working evenings and weekends	x		Interview
Able to prioritise competing demands and remain calm under pressure	x		Interview
Commitment to safeguarding, equality, diversity and inclusion	x		Application/Interview

