



Supporting children and young people with speech, language and communication challenges through education, training and research using innovative technology

Speci@Kidz aims to promote the education of children and young people with a variety of disabilities and/or difficulties for the purpose of enabling them to learn, appreciate and enjoy the skills of communication through the use of technology. It wants to create and establish this spirit of innovation by incorporating technological developments into different aspects of accessibility and inclusive practice. It also seeks to advance all of this by providing facilities, equipment and research with the view to building and maintaining the social networks of children and young people including their parents, teachers, carers and others.

Job Description FUNDRAISING MANAGER- This document summarises the purpose of the job and its key tasks. It may be varied from time to time at the discretion of the Board of Trustee-Directors in consultation with the post holder.

Job Title:	Fundraising Manager (initially voluntary, later Consultancy)
Accountable to:	Board of Directors
Supported by:	Ken Carter (Chair of Specialkidz)
Hours of work:	7 or 14 hours per week (to be agreed)
Based at:	At home and at the Specialkidz office at the University of Reading
Salary:	Voluntary in first instance

Key Duties cover:

- Developing and delivering a strategy to achieve required levels of fundraising, according to agreed budget targets.
- Delivering these funds towards required needs; including core costs, existing project costs and new project initiatives.
- To develop a strategy and line of prospective grant funders, through different means, that enables a constant flow of grants and possibly bid writing
- To manage the relationships with potential Funders including reporting requirements, and other forms of relationship building and strategies.
- To work closely with the Executive Director to plan, deliver and report on fundraising grants and bids.
- Assisting the Executive Director in developing a comprehensive fundraising programme with successful outcomes

Key skills required:

- Highly effective written communication skills, capable of producing winning grants and bids.
- Capable of researching and creating a database of grant funders who are suitable to approach for funding
- Effective planner and very well organised.
- Excellent in keeping existing funder relationships, while developing new ones.
- Creative thinker and able to develop innovative ways in grants and bids fundraising.
- Excellent communication skills, and capable of involving and persuading grant makers and funders.
- Able to deliver compelling and effective presentations.
- Able to utilise statistics, numbers and research in compelling and exciting arguments
- Good numeracy and IT skills, able to understand budgets and how to cost out projects/bids.
- Excellent networker.
- Able to work independently and as part of a team

If you have had a similar role or undertaken fund raising work in your previous employment and would like to utilise your skills to assist our educational enterprise/non-profit making organization to develop and thus enable special children with disabilities of whatever age, to aspire and achieve in life, then we would be delighted to hear from you.

For further information, please contact: Ken Carter (Chair of Specialkidz);
Work Telephone Number: 01189313240; Home Telephone Number: 01491 576281
Email Address: ken.carter25@gmail.com or ken@deafax.org ; Website: www.specialkidz.org .

Directors: Kenneth Charles Carter (Chair) ; Dr Fiona Knott ; James de Albuquerque ; Karen Goulding

Advisers: Michelle SurrIDGE; Helen Lansdown; Julie Larran; Kirsty Adams; Dr Vesna Stojanovik; Dr Tom Loucas.

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