



Somerset 
**Community
Foundation**

Directing Funds
Driving Change

SENIOR FUNDRAISING MANAGER RECRUITMENT PACK

APRIL 2026



WELCOME

Our work always has been, and always will be, rooted in the people and places of our wonderful county. It's an honour to work together with donors, partners and funders to change the world on our doorstep by funding hundreds of inspiring local organisations working across Somerset.

At its best, local philanthropy is ambitious, courageous and nimble. It touches the hearts of generous people and reaches the heart of our communities. It sustains the most vital community work and is a catalyst for innovation. It moves swiftly when it needs to, but it is also patient and adapts to changing needs and opportunities. And it brings meaning and joy to the lives of our donors and partners.

It's an exciting time to join the Philanthropy and Marketing Team at SCF. After investing in our Philanthropy and Marketing capacity, we've grown fundraising income by 60% and added almost £10 million to SCF's endowment since 2021.

Having recently launched our 10-year strategy, we're looking for someone to play a key role in our ambitious plans for growth. The ideal candidate will be passionate about delivering outstanding donor experience that will ensure our supporters feel engaged, inspired and motivated to give through SCF.

We care deeply about our team members, provide a supportive, values-led culture and offer opportunities for learning and growth.

Thank you for considering Somerset Community Foundation for the next stage of your career. I look forward to hearing from you.



Justin Sargent OBE DL,
Chief Executive



ABOUT US

Somerset Community Foundation (SCF) (charity no.1094446) is a grant-making charity that helps build strong communities where everyone can thrive. We do this by funding local charities and facilitating local giving.

We provide simple, rewarding and impactful ways for donors to give locally, guided by research and our unrivalled local knowledge.

For small, local charities, community groups and social enterprises, we provide vital funding and support to help their organisations flourish. We raise and distribute between £4 million and £5 million of funding to local groups every year. We're also building an endowment for long-term investment into our communities, which is currently valued at around £11 million.

By inspiring local giving and funding social action, we support local communities to drive change and realise their dreams.

SCF is part of a network of 47 Community Foundations operating throughout the UK. Together we are one of the largest funders of communities across the nation.

VISION

Our vision for Somerset is a place with strong communities where everyone has the opportunity to thrive.

MISSION

We help passionate people in Somerset change the world on their doorstep by funding local causes and inspiring local giving and philanthropy.





OUR VALUES

We're here for everyone - We embed diverse perspectives throughout everything we do and welcome and value the uniqueness in everyone.

We drive equity - We work to better understand the needs, challenges, dreams and aspirations of historically underfunded communities* and take positive action to redress the balance.

We act with integrity - We're transparent about how and why we do things and always do the best we can.

We lead with kindness - We're supportive, compassionate and respectful to each other and everyone we serve.

We strive to be better - We seek and reflect on feedback and insight, foster collaboration and share our learnings to get better results.

*For us, historically underfunded communities are communities who are marginalised or otherwise disadvantaged due to background, geography or other socio-economic factors that we have historically underfunded. This includes, but isn't limited to, organisations led by and for minority ethnic communities, people with disabilities and people who identify as LGBTQ+, as well as people living in the most deprived neighbourhoods and isolated rural communities.

THE OPPORTUNITY



Hours: 30 - 37.5 hours per week

Salary: £32,000 to £35,000 FTE

Length of contract: Permanent

Location: We operate a flexible working policy, including voluntary working from home arrangements. This role will be formally based at Yeoman House, Bath and West Showground, Shepton Mallet BA4 6QN and will typically be expected to work from our Shepton Mallet office at least 1 day per week.

It's an exciting time to join the Philanthropy and Marketing Team at SCF.

After investing in our Philanthropy and Marketing capacity, we've grown fundraising income by 60% and added almost £10 million to SCF's endowment since 2021. We recently launched our new 10-year strategy with ambitious plans to grow our endowment to £35 million by 2035 to significantly increase the funding we can provide our communities for generations to come.

This role will be key to our growth. We're looking for someone passionate about delivering an outstanding donor experience that will ensure our supporters feel engaged, inspired and motivated to give through SCF to build stronger communities in Somerset.

We need someone who can confidently create and deliver fundraising strategies for growth, using data and insight to inform and evaluate their success. You'll be methodical and analytical, confident balancing multiple workstreams and have superb attention to detail. And you'll be a great communicator, able to effortlessly write clear and compelling copy that's tailored to our audiences.

RESPONSIBILITIES

- Lead the development and delivery of our individual giving programme and strategy, including leading on the delivery of SCF's annual Surviving Winter Appeal, reviewing our existing donor base and offer, refreshing and embedding stronger donor journeys, and undertaking research and data analysis to explore new supporter audiences
- Lead the planning and delivery of a high-quality stewardship events and engagement programme, including our Annual Celebration, 'below the radar' fundholder events, learning and networking events for our professional advisor partners, and donor visits to charities in collaboration with the Philanthropy and Marketing Director, Senior Philanthropy Manager, and wider team
- Support the coordination and delivery of SCF's legacy fundraising programme, working closely with the Philanthropy and Marketing Director and Senior Marketing Manager to deliver our new legacy fundraising strategy
- Support the delivery of our Collective Giving Funds and annual Fundholder Impact Reports
- Make best use of Salesforce to support effective donor management and reporting and maintaining high-quality data

ABOUT YOU

You may:

- have experience in delivering fundraising appeals
- be confident in creating and delivering donor stewardship plans and/or donor journeys
- have experience working with Marketing/Communications colleagues to create compelling content to support income generation and stewardship

You will:

- have a proven track record of fundraising across multiple income streams, including individual giving, mid-level/major donors and/or legacies
- have strong event planning and management skills and experience of delivering high-quality events for donors or clients
- have strong project management skills and experience of managing multiple workstreams in one role
- have excellent copywriting skills and the ability to tailor communications to a variety of audiences
- have experience of using a CRM system such as Salesforce or similar to manage data and monitor performance using reports
- have an understanding of the vital role that small, local charities play in our communities and a commitment to tackling inequality in Somerset
- a clean UK driving license and access to a car

WHAT WE OFFER

SCF is a small (currently 16 people) and friendly team. We're a values-driven organisation – they underpin our culture, identity and everything we do.

Together we've created a culture where everyone, from any background, can do their best work and bring their whole self to the role. We're also working to ensure the voices of those we support inform everything we do. We're keen to employ more people from minoritised communities, disabled people, younger people, LGBTQ+ people and people with 'lived experience' relevant to our work.

Our work is really important to us, but so is the rest of our lives. We offer flexible working and we take a hybrid working approach that means you can mix working at home or out and about, with 1 day a week in our Shepton Mallet office.

IN ADDITION, WE ALSO OFFER:

- 25 days of annual leave, plus Bank Holidays and after two years of service an extra day of annual leave for every year you're with us, growing up to 30 days
- up to 5% employer match contribution pension scheme
- 2 volunteering days a year to support causes you're passionate about
- an Employee Assistance Programme to support your wellbeing
- monthly full team get-togethers in the office with lunch provided
- annual staff away day
- enhanced parental and adoption leave
- investment in your professional development
- opportunities to engage with our Board of Trustees.



RECRUITMENT TIMETABLE

Closing date: Noon, Friday 8 May 2026

First interviews (in person in Shepton Mallet): Tuesday 19 May 2026

Second interviews (online): Thursday 21 May 2026

HOW TO APPLY

If you need any support applying, or to make this process more accessible, please do not hesitate to contact us.

To apply, please send us a CV along with a covering letter. Please clearly outline your experience and how you meet the requirements of the role within your covering letter. If you do not include a covering letter with your CV, your application will not be considered.

Please send this by email to apply@somersetcf.org.uk

QUERIES

If you'd like to have a chat with us about the role, please email our Philanthropy and Marketing Director, Kristen Pye – kristen.pye@somersetcf.org.uk – to arrange a time.

We look forward to hearing from you.