

DEVON CRICKET FOUNDATION



Fundraising Manager

Information Pack October 2025

The Candidate

The ideal person for this role is an ambitious, relationship-driven professional, confident to be the driving force behind securing sponsorships, corporate partnerships and donations from businesses who share DCF's vision for community sport and opportunity.

They will have demonstrable fundraising experience, ideally within the charitable sector. They will be able to build and nurture high-value partnerships with corporate supporters and be a confident networker, able to spot and seize opportunities.

They will also be creative in developing tailored, compelling proposals and sponsorship packages.

Above all, they will have a genuine passion for DCF and for powering the mission to make cricket accessible for all.

The Role

This is a brand new and pivotal role for the Foundation.

As the Fundraising Manager, you will lead on developing and delivering a sustainable corporate fundraising strategy to generate unrestricted and restricted income, by researching, approaching and securing new partners and sponsors. You will steward existing supporters to grow their long-term impact, and lead on engaging fundraising events and business networking. You will ensure income targets are met and impact is clearly demonstrated.

You will be responsible for seeking and securing 'in-kind' support for equipment, venues and services, and developing supporter journeys that drive long-term engagement and increased giving. You will report regularly to the board of trustees and the CEO on income targets.

You will have responsibility for ensuring compliance with fundraising best practice, GDPR and ethical fundraising policies.

You will also plan and deliver corporate fundraising and networking events, representing the Foundation at local business forums, networking groups and community events.

This is a full-time 24-month Fixed Term Contract role, with a view to extension, working 37.5 hours per week. A hybrid role, with a requirement to work a minimum of three days per week in the office.



About Us

Beginning in 1997, the Devon Cricket Foundation, formerly the Devon Cricket Board, is the governing body responsible for the recreational game in the county.

The Foundation's staff and volunteers work to enhance cricket locally, and deliver on the belief that it is a game for everyone.

DCF is proud of its track record of engaging Devon's diverse communities through cricket, but the Foundation wants to do more to grow the game, pioneer new ways to be more inclusive and representative of the county, and create safe and welcoming environments for everyone to enjoy the benefits of cricket.

DCF's mission: Enriching lives through the power of cricket.



Job Description – Fundraising Manager

Job Title:	Fundraising Manager
Accountable to:	CEO
Length of Contract:	24 month fixed term contract, with view to extension
Location:	Devon. Hybrid role with a minimum of three days per week in the office at Exeter University, plus attendance at events and external meetings.
Main Purpose of Job: The Fundraising Manager will lead on developing and delivering a sustainable fundraising strategy to generate unrestricted and restricted income, with an initial focus on corporate and commercial partnerships. They will cultivate relationships with local, regional, and national businesses, sponsors, and supporters to deliver income growth aligned to DCF's charitable objectives and strategic plan. This is a new and pivotal role for the Foundation, requiring an ambitious, relationship-driven professional who can build a strong fundraising function from the ground up.	
Main Responsibilities: Strategy & Income Generation	

- Develop and implement a corporate fundraising strategy aligned to DCF's mission and priorities.
- Identify, research and approach potential business partners to secure sponsorship, partnerships and donations.
- Create tailored, compelling proposals and pitches to prospective partners.
- Seek and secure 'in-kind' support where appropriate (equipment, venues, services).

Relationship Management

- Cultivate, steward and grow relationships with existing and new supporters.
- Develop corporate supporter journeys that drive long-term engagement and increased giving.
- Act as the primary point of contact for corporate partners, ensuring all benefits and recognition are delivered.
- Engage trustees, senior staff and ambassadors in prospect cultivation where appropriate.

Events and Engagement

- Lead the planning and delivery of corporate fundraising and networking events.
- Represent DCF at local business forums, networking groups, and community events.
- Support activation of sponsorship agreements, including branding, PR and digital recognition.

Reporting and Compliance

- Monitor income targets, maintain accurate CRM records, and report regularly to the CEO and board.
- Produce impact reports for supporters and internal use.
- Ensure compliance with fundraising best practice, GDPR, and ethical fundraising policies.

Person Specification – Experience, Knowledge, Skills, and Attributes

Essential

- Demonstrable fundraising experience, ideally in the charitable sector.
- Proven track record in securing income from corporate partners, sponsorships, or commercial agreements.
- Excellent relationship-building and networking skills.
- Excellent written, verbal and presentation skills.
- Ability to work independently, manage multiple projects, and meet income targets.
- Proficient IT skills including Microsoft Office 365

Desirable

- Experience in sports or community-based fundraising.
- Understanding of Devon's business landscape.
- Experience of working with boards or trustees to leverage networks.

Additional Information

- This role will be supported by an operational budget (approx. 10% of salary) to ensure access to the tools and systems required for success.
- Fundraising outcomes may take time to materialise; realistic expectations and a supportive network will be in place.

Terms and Conditions

Hours	37.5 hours per week, with occasional evening/weekend work required for events and networking
Rate of Pay	£35,000 - £40,000 per annum, dependent on experience

Recruitment Process

- CV and Covering letter to Melanie Stevens, Shine Charity Recruitment
mel@shinecharityrecruitment.co.uk
- Closing date: Friday 31st October 2025
- Shortlisted candidates will be invited to interview during w/c 10th November 2025 at the Devon Cricket Foundation Office at the University of Exeter, Stocker Road, EX4 4QN.

