

Job Description - Fundraising Manager

Part-Time: 21 hours a week (Flexible)

Salary: £25,000-30,000 PA (Based on 37.5-hour week)

Annual Leave: 25 days PA plus Bank holidays and your birthday if it falls on a weekday. The office will shut from 25th December - 1st January and these days will not be counted as part of your leave entitlement.

Accountable: Chair of Trustees, Operations Manager and Programme Co-ordinator (this will change after the handover period)

Handover period: During the probation period some work currently undertaken by the Programme Co-ordinator and Trustees will be handed over to the post holder. Upon successful completion of the probationary period the post holder will report to the Operations Manager.

Contract: Permanent (6-month probation)

Job Description

The primary role of this job is increasing the income of the charity allowing us to increase the work with our partners in Kenya. The role will develop, maintain and implement an effective fundraising strategy for the UK to deliver the objectives agreed in the charity's strategic plan.

Trust, Foundations and Government funding

- Develop and manage all existing relationships with Trusts and foundations, initially with Programme Co-ordinator
- Work with Operations Manager to ensure reporting to them is timely and accurate
- Work with the Operations Manager and Trustees to develop a trust and foundation fundraising policy
- Research and approach other trust funds and foundations working with the Operations Manager and rest of the team to identify suitable projects
- To apply for appropriate DFID/FCO funding and other government funding related to our area of work
- Make application to trusts and foundations ensuring due diligence has been carried out and funds are consistent with the fundraising policy of the charity
- Ensure income is recorded and reported on in timely fashion
- Integrate branding, marketing, communications and fundraising to achieve financial growth and extend the invitation to supporters to partner with us in prayer and fundraising

Corporate funding

- Maintain and build on the existing relationships and partnerships with corporate funding working with Programme Co-ordinator and the Trustees
- Work with the Operations Manager and Trustees to develop a corporate fundraising policy

- Research and approach other corporate funds working with the operation manager and rest of the team to identify suitable projects
- Make application to corporate funds ensuring due diligence has been carried out and funds are compatible with the fundraising policy for the charity
- Ensure income is recorded and reported on in timely fashion

Individual donors

- Maintain and enhance relationships and communications with individual current donors
- Engage and identify new individual donors and partnerships
- Manage a database of individual donors with Operations Manager and ensure all data protection laws are followed and maintained
- Set up and develop giving through legacies

Events and church engagement

- Maintain the current church donors and continue to build a relationship with them
- Actively seek other churches to develop a relationship with. This will include speaking engagements at churches that may occur at weekends and evenings
- Identify and set up new events that bring increased public awareness and income
- Manage and steward people who are taking part in events
- Provide administration, registration and recruitment for all events and ensure all health and safety is guidance is followed
- When possible attend events that supporters are taking part in

Communications

- Deliver talks and presentations where required
- Update social media and work to promote good communication
- Assist with answering emails, phone and general office work
- Ensure all donors are thanked in timely manner (with Operations Manager)
- Manage IcFEM Europe profile on giving platforms
- Actively promote the activities of the charity

Administration and others

- Ensure all income is recorded
- Ensure gift aid is maximised
- Ensure that all fundraising fits with Code of Fundraising Practice and the standards set by the fundraising regulator and follows GDPR guidelines
- Develop own ideas and present to the Trustees

Person specification

We are seeking a servant-hearted, emotionally intelligent, self-aware and authentic individual who is outward looking, a good communicator, level headed and tenacious.

Required experience

- Experience of fundraising in this sector

- Strong track record of successfully securing five-figure sums with a six-figure annual fundraising target
- Experience of leading supporter communications via multiple channels (digital and face to face)
- Experience of legacy, corporate fundraising, church fundraising and events fundraising
- Experience of working with the highest levels of discretion, integrity and honesty.
- Proven track record of being a team player.

Desirable experience

- Experience of running school sponsorship programmes
- Experience of website content management
- Experience of managing social media communications

Required skills and abilities

- Excellent written and verbal communication, marketing and PR skills
- Strong ability to understand the projects carried out and translate these into projects that will appeal to a donor
- Highly organised, able to manage multiple tasks at once and under pressure, and adept at building good relationships
- Good relationship management and PR skills
- Tact and diplomacy skills
- Confident and professional manner, able to build a relationship with partners in a short period of time
- Excellent English and good ability to produce advertising material
- Able to foster a culture of innovation and initiative-taking, creating a 'can do' atmosphere that values everyone's contribution and coaches out the best in the team.
- Able to work with minimal supervision

Required knowledge

- Knowledge of fundraising laws and due diligence
- Educated at least to A level or equivalent with GCSE passes English and Maths
- A wide network of contacts including trust funds and, ideally, churches

Desirable knowledge

- A relevant professional qualification
- Knowledge or experience of fundraising for East African charities

Personal qualities

- An active Christian faith with an openness to engage in devotions in the office.
- Willing to work with ethos of a Christian Mission including partaking in prayer meetings and church meetings.
- Model professionalism and a passion for excellence.
- Willing to be flexible and work some evenings
- Comfortable lone working or with only one colleague
- An independent worker who can manage their own time

Once Covid 19 restrictions are lifted, willing to travel to Kenya if required

These jobs have an occupational requirement under Schedule 9 of the Equality Act 2010 to be held by an active, practising Christian who assents to our Statement of faith.