



Fundraising Manager



Fundraising Manager - Role Description

Could you be our first ever paid Fundraiser?

Refugees at Home is an amazing place to work – since we were founded seven years ago, we have helped more than 4,000 people find a safe, welcoming place to stay in the homes of our generous hosts. The charity has grown exponentially over the last year and now needs a brilliant Fundraising Manager to keep this vital work going.

Over the past year the team of fundraising volunteers have grown the organisation's income threefold to over £1.2m. This has allowed us to grow the team and to treble the number of placements we make. The Fundraising Manager will coordinate this passionate team to ensure their skills and talents have maximum impact.

Reporting to the Deputy Director and supported by the Fundraising Trustee and Volunteer Group, you'll be responsible for instigating, co-ordinating and delivering the activity which meets the jointly agreed, achievable targets.

You'll need to be an experienced Trusts and Foundations and/or Major Donors Fundraiser to maximise the potential in the organisation's impressive pipeline. Experience of corporate fundraising, individual giving and community fundraising would be a bonus but not essential – you would be supported to grow your knowledge of these areas.

Because of the experience this role requires we are very open to negotiating the contracted hours for the right candidate within the stated salary range.

Key Roles and Responsibilities



- Working with the Fundraising Trustee and Fundraising Volunteer Group, develop a fundraising strategy in line with the charity's strategic plan.
- Working as part of the Senior Team to ensure funding opportunities are targeted to key operational needs.
- Agree annual funding targets and take lead responsibility to instigate and co-ordinate the activity that will achieve them.
- Contribute to the organisation's communications and marketing strategy and plans to ensure fundraising is well supported.
- Maintain a prospect pipeline, submitting and tracking applications and liaising with funders at all stages of the process.
- Research potential new funders.
- Prepare and write engaging proposals, applications and presentations for funders.
- Lead on reporting to funders/grant makers in line with funding agreements.
- Act as lead relationship manager for key funders as required.
- Ensure systems are in place to allow you to make data driven decisions and meet reporting requirements.
- Maintain accurate records, complying with policies on confidentiality, data protection and fundraising good practice.
- Keep up to date with developments within the charity's area of interest as well as within the external fundraising environment.
- Act as a passionate ambassador for the charity and its work.

Essential knowledge, skills and experience

- Demonstrable success in securing significant funding from trusts and foundations and/or major donors.
- Experience of raising income from a range of sources, including large Trusts and Foundations and/or major donors.
- Experience of developing or contributing to a successful fundraising strategy.
- Experience of building a strong funding pipeline and generating leads for a fundraising programme.
- Excellent written communication skills.
- Persuasive presentation skills.
- Sensitive relationship builder, keeping funders engaged and judging the right time to make the ask.
- Strong numeracy skills, with the ability to develop budgets, monitor and manage financial information.
- Excellent attention to detail and ability to prioritise and focus providing work that is timely, accurate and high quality.
- Proactive approach, seizing opportunities to generate funds to support the charity's objectives.
- Enthusiasm for working collaboratively in a small and growing charity, with the positive and approachable attitude, tenacity and innovative problem solving this requires.
- Marketing and communications skills, to ensure that fundraising is supported.

Lived experience as a guest, host or other experience of the UK asylum process would be a great bonus for this role.

Terms of Employment

- **Job title:** Fundraising Manager
- **Salary:** up to £40,000 per annum (pro rata for part time), some flexibility is possible depending on experience/skills
- **Hours:** 40 hours p/week (full time)
- **Location:** Office/hybrid or homeworking available. If homebased, you will need to travel to our office in Brixton, London once a month (Tuesday – Thursday) to ensure you spend time with the team.
- **Pension:** 3% employers' contribution
- **Annual leave:** 25 days + bank holidays (pro rata for part time)

Refugees at Home values equality and diversity, and welcomes applications from candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Refugees at Home in compliance with the Disability Discrimination Act 1995, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments, please contact the Deputy Director on carly.whyborn@refugeesathome.org. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

Recruiting Applicants with Criminal Records: Applicants with criminal records are welcome to apply for roles at Refugees at Home. Advice and guidance on disclosing a criminal record can be obtained from Unlock. Successful appointment is subject to satisfactory references.

How to Apply

Please send a copy of your CV and a supporting statement demonstrating how you meet the person specification and what attracts you to this role. We recognise that some of your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps to show why you are the right candidate for the job. Please email your supporting statement and CV to carly.whyborn@refugeesathome.org



Application deadline: **Wednesday 15th March 5pm**

Shortlisted candidates will be invited to an interview with Refugees at Home on Friday 24th March, in person at our Brixton office or online. If required, second interviews will take place in w/c 27th March.

If you would like to have an informal chat about the role please contact Fundraising Trustee, Becki Young on becki.young@refugeesathome.org.