



Job Description

Job title:	Fundraising Manager
Responsible to:	Director of Fundraising & Communications (DoFC)
Salary	£43,000 (Grade 4)
Type of Contract	Permanent
Hours of work	5 days per week (permanent, full-time)
Location	Hybrid (3 days per week in our Croydon office)

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

About Us

As a registered charity we are a specialist provider for victims of sexual violence across twelve South London Boroughs. Our services and programmes are available in person at our female only Croydon centre or through six additional satellite locations, as well as remote sessions across 12 South London Boroughs.

Our programmes comprise of: Counselling. Group therapy. Play therapy. Self Esteem Workshops. Training and Consultancy for professionals on the impacts of sexual violence. Prevention and education workshops with young people. Advocacy support & information for survivors going through the Criminal Justice System. Outreach for survivors for who face additional marginalisation. or additional barriers to accessing support, and ISVA Services.

In 2021, we became a partner for the delivery of the Rape Crisis England & Wales 24/7 Rape and Sexual Abuse Support Line, alongside Lincolnshire Rape Crisis & Sexual Abuse Services and ARCH Teesside. We are a member of Rape Crisis England & Wales.

Our services are in response to the needs of survivors and the disproportionate nature of sexual violence committed by men against women and girls. We believe sexual violence to be both a cause and a consequence of gender inequality and are committed to a feminist, empowering model of working.

Job Purpose

2025 marks 40 years of the charity supporting women and girls that have suffered rape and sexual abuse. 2025 will also see the charity launch a new brand and name change from Rape and Sexual Abuse Support Centre (RASASC) to Rape Crisis South London (RCSL). This role will be instrumental in supporting the charities first Fundraising and Communications team, as part of our “next 40 years” campaign, to diversify and grow our six figure funding streams.

The postholder will join a newly formed Fundraising & Communications Team (FCT). So, we are looking for a dynamic, energetic individual who can support significant income growth

through a variety of channels, including grants and foundations, corporate partnerships, individual giving and major donations. This is an exciting opportunity for someone with extensive multi-income stream experience and exceptional communication skills.

Key Responsibilities

- Work with the Director of Fundraising and Communications (DoFC) to devise, agree and be responsible for the delivery of aspects of the annual business plan and budget to enable the charity to plan its activity and services.
- Individually, and with the assistance of the wider team, monitor fundraising market trends to inform and develop the fundraising strategy and activities.
- To correspond effectively and persuasively with existing supporters using creative and engaging methods of communication across all channels, including written, verbal and electronic.
- Use data and market insight to test and develop new donor acquisition strategies across all channels encompassing individual giving, in-memory giving, and legacy marketing.
- Work with the wider team to develop a culture of delivering an outstanding supporter experience, building loyalty and commitment, and increasing supporter retention rates.
- Identify new audiences, prospects, and other supporters through research.
- To maximise income by sharing knowledge, expertise, best practice and experience of a specialist fundraising area with others as appropriate.
- To work with staff in other departments to maximise relationships with RCSL supporters.
- To be responsible for related fundraising administration including thanking, banking and processing of donations in accordance with RCSL policies and procedures.
- To be the key contact for agencies and other suppliers who support fundraising, ensuring appropriate agreements are in place and that goods/services are delivered as agreed.
- To undertake specific fundraising projects and activities as necessary or as required.
- To keep up to date on best practice and developments within the charity sector
- To update and maintain databases and supporter information systems on a regular basis in line with Data Protection legislation and RCSL policy and procedures.
- To maintain an awareness of and comply with all relevant legislation, and regulations including GDPR.
- Ensuring a trauma informed approach to all campaigns.



Experience, Knowledge and Attributes

Essential

- Skilled at identifying new funding opportunities from trusts, individuals and corporates etc.
- A natural relationship manager, who can build relationships with internal and external stakeholders to secure funds, buy in, and gather key information.
- Excellent written communication skills - able to translate complicated policy into accessible content, to write compelling funding proposals, write engaging communications for newsletter as well as preparing reports for the board.
- Excellent verbal communication skills, including presenting and engaging with internal and external stakeholders.
- Knowledge of the fundraising landscape in the UK.
- Database management skills, including data insight led fundraising, knowledge of GDPR and charity law as applied to fundraising.
- Strong events management and administration skills, time management and problem-solving skills.
- A collaborative, adaptable and detail-oriented approach.
- Effective working as part of a team and with managing the on-time delivery of tasks from various colleagues.
- Confidence in using the IT systems, familiarity with virtual meeting tools (e.g. MS Teams, Zoom, etc), use of databases (e.g. Salesforce), productivity and collaboration tools (e.g. Monday com), proficiency in MS Office

Desired

- Understanding of Violence Against Women & Girls Sector
- Qualified to degree level (significant relevant experience of the sector equivalent to a degree.)
- Understanding of services based on counselling and therapeutic approaches
- Understanding of health and/or education programmes

Benefits

- Annual leave entitlement is 27 days a year plus 8 bank holidays (pro rata)
- Each year we gift our staff paid time off between Christmas Eve and New Year (with staff returning first working day of January)
- NEST pension scheme; 3% employer contribution and 5% employee contribution
- Benefits package including life assurance, healthcare plan, Employee Assistance Programme, and cycle to work scheme.
- There will be a 6-month probation period for this role.



Monitoring and Evaluation of the Post

The performance of the post holder will be monitored through regular supervision by the Director of Programmes. The post itself will be reviewed at three months.

Variation Clause

Rape Crisis South London reserves the right, following full and reasonable consultations with the member of staff concerned and with her trade union or other representatives, to vary, add to or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of current workload with the agreement of the Board.