

Job Description – Fundraising Manager (Part-Time)

Job Title

Fundraising Manager

Reporting to

Board of Trustees

Hours

2–3 days per week (15–22.5 hours)
12 month fixed term contract

Salary

Salary: £45,000 Full-Time Equivalent (pro rata)
Hours: 2–3 days per week (15–22.5 hours)
Contract: Part-time

Location

Flexible, with attendance at The Dream Factory office at least one day a week and events as and when required.

Purpose of the Role

The Fundraising Manager will lead the delivery of The Dream Factory's fundraising strategy with support, providing day-to-day leadership to the fundraising team while taking an active, hands-on role in generating income.

Working closely with the Board of Trustees and alongside the charity's Fundraising Consultant, the postholder will diversify income streams, strengthen existing fundraising activity and build a sustainable fundraising programme that supports the long-term future of the charity.

This is a leadership role for someone who enjoys both strategic thinking and practical delivery. The successful candidate will be expected to lead by example, rolling up their sleeves to identify opportunities, build relationships and generate income alongside the team.

Key Responsibilities

Strategic Leadership

- Lead the implementation and ongoing development of The Dream Factory's fundraising strategy.
- Translate strategic objectives into clear operational plans and priorities.
- Identify opportunities to diversify income and reduce reliance on event fundraising.
- Provide regular fundraising updates and reports to the Board of Trustees.
- Monitor fundraising performance against agreed targets and KPIs.

Team Leadership

- Line manage and support members of the fundraising team.
- Conduct regular one-to-one meetings and provide development.
- Foster a positive, collaborative and high-performing fundraising culture.
- Ensure the team remains focused on agreed priorities and delivers against objectives.

Corporate Partnerships

- Develop and grow corporate partnerships across Essex and London.
- Identify and secure new business opportunities.
- Maximise existing corporate relationships and explore opportunities for long-term partnerships.
- Work with trustees to utilise their networks and introductions where appropriate.

Individual Giving & Community Fundraising

- Develop opportunities to grow individual giving.
- Build supporter stewardship and donor journeys.
- Increase community fundraising activity and supporter engagement.
- Explore opportunities for regular giving and major donor development.

Events

- Support and strengthen the existing events programme.
- Ensure events deliver a strong financial return and contribute to wider fundraising objectives.
- Identify opportunities to improve efficiency and maximise income from existing events.

Fundraising Operations

- Maintain an active fundraising pipeline.
- Introduce clear systems, processes and reporting mechanisms.
- Ensure excellent stewardship of donors and supporters.
- Work collaboratively with volunteers, trustees and supporters.

Person Specification

Essential

- Proven experience in charity fundraising.
- Experience of developing and implementing fundraising plans.
- Strong relationship-building and networking skills.
- Experience of managing or leading people.
- Excellent written and verbal communication skills.
- Ability to work independently and manage competing priorities.
- Commercial awareness with an understanding of return on investment.
- Passion for improving the lives of children and young people.
- Full Driving license and use of their own car

Desirable

- Experience in corporate fundraising.
- Experience in individual giving and community fundraising.
- Knowledge of CRM systems.
- Experience of reporting to senior leadership or trustees.
- Existing corporate network within Essex or London.

Personal Qualities

The successful candidate will be:

- A proactive self-starter who enjoys taking ownership.
- A hands-on fundraiser who is happy to deliver as well as lead.
- An excellent relationship builder.
- Strategic whilst remaining practical.
- Positive, resilient and solutions focused.
- Organised and able to manage multiple priorities.
- Passionate about making a meaningful difference to the lives of children with life-limiting conditions, severe disabilities and serious illness.

Why Join The Dream Factory?

This is an exciting opportunity to play a pivotal role in shaping the future of a much-loved charity. Working directly with the Board of Trustees, you will have the autonomy to influence and lead a passionate team to help secure the long-term sustainability of an organisation that transforms the lives of children and young adults with life-limiting and life-threatening conditions, severe disabilities and complex additional needs. If you are someone who enjoys building relationships, creating opportunities and making things happen, we'd love to hear from you.