



**Job Vacancy – Fundraising Manager
(Grants and Trusts)
(London or Manchester Office)**

Job Description and Person Specification



Job Vacancy: Fundraising Manager (Grants and Trusts)

An exciting opportunity has arisen at AFRUCA London or Manchester office

- ✓ Are you looking for a new and exciting work role within a dynamic charity that prioritises staff wellbeing and offers a healthy work life balance?
- ✓ Do you have a qualification in Business Management or a related subject?
- ✓ Do you hold a minimum of 3 years proven successful fundraising and bid writing
- ✓ Would you like to make positive changes within Black and Ethnic communities and help increase protection for children from abuse and harm?

This unique role in AFRUCA could be for you.

Job Purpose

AFRUCA - Safeguarding Children is an award winning national charity established in May 2001 to promote the safeguarding and well-being of children in Black and Ethnic communities in the UK. AFRUCA has its Head Office in London, a Centre for Children and Families in Manchester and projects working with families and communities across the country. Each year, we support around 300 children, young people and families in the child protection, modern slavery and youth justice systems, helping them to lead more positive and fulfilling lives.

Our work has expanded in recent years, enabling us to deliver a high-quality service to meet the needs of children, young people and their families in Black and ethnic communities across the country. We now need to advance our fundraising strategy and capability to enable us generate increased income to support our growth.

We are looking for a motivated and experienced Fundraising Manager who will manage the delivery of our grant fundraising strategy, help us grow our grant income and expand our pool of donors with the aim of enhancing the financial well-being and sustainability of AFRUCA. Working closely with the Chief Executive, the post-holder will help secure and sustain existing and new grant income streams from trusts and foundations, corporate partnerships, statutory bodies, and other local or national funders. The Fundraising Manager will work with others to **research and identify prospective new funding opportunities, write and submit grant applications, and build strong relationships with donors.** They will have strong confidence in presenting AFRUCA to prospective donors and coordinate and maintain strong working relationships with them.

The Fundraising Manager post is **a newly created role within AFRUCA**, therefore an exciting opportunity for someone to make it their own and implement ideas and strategies to support the organisation's growth.

The successful candidate will hold a minimum of three years' fundraising experience and be able to demonstrate a track record of meeting income targets in grant fundraising disciplines, and growing and managing a donor base.

Job Summary

Job title: Fundraising Manager

Location: AFRUCA Head Office, London or AFRUCA Centre for Children and Families, Manchester

Salary: £37,500 per annum subject to deductions for tax and national insurance contributions as required by law, plus £2,500 London Weighting (if based in London)

Hours: 40 hours per week (5 days per week, with flexible and remote working opportunities)

Reporting to: AFRUCA CEO

Closing Date: We will close the job advert once we receive enough applications

Start Date: Dependent on notice period required

Our Generous Benefit Package Includes:

- Innovative and supportive working culture
- Flexible and hybrid working
- Generous annual leave allowance of 28 days holiday per year plus bank holidays
- Additional paid Team Wellbeing Day
- Regular team building and development activities
- All expenses paid annual staff "away day"
- 5% Employer Pension Contributions
- Child care vouchers
- Contribution towards annual optician eye test

Background To AFRUCA

AFRUCA-Safeguarding Children is a national charity established in May 2001 to promote the safeguarding and well-being of children in Black and Ethnic communities in the UK. AFRUCA has its Head Office in London, a Centre for Children and Families in Manchester and projects working with families and communities across the country. Each year, we support around 300 children, young people and families in the child protection, modern slavery and youth justice systems, helping them to lead more positive and fulfilling lives.

Our 5 Key Work Areas

- **Awareness raising and sensitization:** within Black and Ethnic communities and youths about children's rights and protections enshrined in international conventions and UK legislation promoting the rights and well-being of children.
- **Information, education, and advisory services:** to raise the profile of Black and Ethnic children in the UK, increase awareness of their needs and improve policies and practices. Activities include research and publishing reports, media work, conferences, seminars, workshops, and training programmes for policy makers, service providers, parents, faith and community leaders, young people; communities.
- **Advocacy and policy development:** working closely with policy makers to shape the development of policy and regulatory action to promote the well-being of children in Black and Ethnic communities.
- **Community and international development:** in partnership with others to put in place programmes and services to help relieve some of the suffering and hardship that Black and Ethnic children and families experience.
- **Family Support:** Working to support children, young people and families in crisis, at the point of breakdown through effective early intervention services.

“The support I received from AFRUCA had a great impact in my life. I thank God I’m here today because it was a life changing experience.”

Person with Lived Experience of Modern Slavery supported by AFRUCA

Detailed Job Description

Fundraising Strategy and Bid Writing, Budgeting and Stakeholder Management

- Develop, implement and manage AFRUCA's grant fundraising strategy and the associated income and expenditure budgets, ensuring that all budget targets are achieved
- Demonstrate personal resourcefulness in the generation of new revenue and funding streams for AFRUCA
- Actively manage and deliver on set financial targets and outcomes
- Research and identify prospective new grant fundraising opportunities from trusts and foundations, corporate partnerships, statutory bodies, and other local or national funders
- Develop compelling funding proposals tailored to the requirement of each funder
- Work with Senior Management Team and wider organisation to ensure funding propositions align with the charities objectives and demonstrate the impact of work.
- Source and review budget information with the Finance team and liaise with team members across the organization to ensure accurate proposals.
- Keep track of progress against agreed outcomes throughout the funding period, highlighting action needed where necessary, in preparation for the reports due.
- Maintain accurate and up-to-date Trust records on the Salesforce database.
- Prepare and write regular progress reports, in line with the requirements of each funder
- Develop a Trust fundraising engagement strategy for donors including stewardship events, project visits, meetings with key stakeholders and updates outside of formal reporting requirements where relevant.
- Ensure that the needs and expectations of existing and potential donors are met and exceeded in order to maximise fundraising income, and to ensure their life long support of AFRUCA.
- Demonstrate excellent interpersonal skills with an ability to influence and negotiate with external and internal stakeholders

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- Maintain good relationships with existing funders and develop relationships with new clients and stakeholders in order to generate business opportunities and market the organisation.
 - Attend regular AFRUCA staff meetings (both online and face to face) and professional team building sessions with other staff members in the organisation
 - Contribute to relevant AFRUCA activities and events as needed
 - Work with the team in both London and Manchester offices to build a wealth of knowledge regarding each active and potential project at AFRUCA
 - Be the go to person for regional and national delivery of fundraising campaigns
 - Be the go to person within the London and Manchester team for all communications regarding funding updates, partnerships and fundraising activities.

Professional Development

- Ensure your professional conduct meets Institute of Fundraising standards and ethical requirements for UK fundraising professionals.
- Ensure your professional development by participating in learning and development activities as necessary.
- Attend regular review meetings with your manager to discuss work progress and address any emerging issues
- Participate in the yearly staff appraisal process to assess your performance and identify learning and development opportunities.

Person Specification

	Assessment stage		
	Job Application	Oral Interview	Documentary Evidence
Qualification:			
1. A bachelor's degree in Business Management, Diploma in Fundraising or related field or an equivalent qualification	✓		✓
2. Right to work in the UK	✓		✓
3. DBS Enhanced Disclosure (preferably on The Update Service)	✓		✓
Knowledge and Experience:			
4. Minimum 3 years' experience in a similar fundraising role, with proven success in meeting and exceeding fundraising targets	✓	✓	✓
5. Experience of developing and implementing fundraising strategies	✓	✓	
6. Sound knowledge of the UK charity fundraising sector	✓	✓	
7. Budget management experience	✓	✓	

Essential Skills and Abilities:			
8. Strong stakeholder management skills	✓	✓	
9. Public speaking skills and be able to deliver presentations to a range of audiences	✓	✓	
10. Excellent communication skills, including telephonic, writing and presentation skills	✓	✓	
11. Well organised, proactive and have the ability to inspire those around you	✓	✓	
12. Excellent interpersonal skills with an ability to influence and negotiate with external and internal stakeholders	✓	✓	
13. Demonstrable personal resourcefulness in the generation of new revenue and funding streams	✓	✓	
14. Ability to manage and deliver on financial targets and outcomes	✓	✓	
15. Proven track record of negotiating agreements and contracts with corporate partners	✓	✓	
16. Understands the nuances of raising money within the UK charity sector.	✓	✓	
17. Delivery focused with the ability to prioritise and organise workload agreed within deadlines.	✓	✓	
18. Practical and logical; able to solve problems quickly	✓	✓	
19. Good personal presentation and high level of professionalism.	✓	✓	
Desirable: Skills and Abilities			

20. Ability to speak at least one additional language (i.e. African, Asian, Caribbean, European) would be a strong advantage	✓	✓	
21. Ideally experienced within children and families charity sector	✓	✓	
22. Occasional travel between our two offices to meet with colleagues	✓	✓	
23. Chartered Institute of Fundraising membership	✓	✓	✓

How To Apply

Is this what you are looking for?

If you are interested in this position and would like to have a chat about this opportunity, please contact Vici Fairhurst, Human Resource Advisor on 0161 205 9274 or email vici@afruca.org.

For more information about AFRUCA and to download the job pack please visit our website at: <https://afruca.org/>

AFRUCA is an Equalities Employer, charity registration number 1093027.

**AFRUCA – Safeguarding Children
February 2024**