FUNDRAISING MANAGER

Recruitment Pack

Behind Closed Doors

Registered with FUNDRAISING REGULATOR

MINDFUL EMPLOYER

Charity Number: 1116500

Domestic abuse devastates lives.

Behind Closed Doors works to **build lives free from domestic abuse**. Domestic abuse is **always unacceptable**; we support everyone affected by it and we act to prevent it.

Dear candidate,

Thank you for your interest in joining our dedicated and passionate team as Fundraising Manager at Behind Closed Doors!

With demand for our services unfortunately remaining high, and having just completed the first of a three year National Lottery partnership project for our Domestic Abuse Recovery Services, we are at a pivotal point of focusing on diversifying income streams to ensure we continue to meet the needs of the communities we serve, when they need us most.

This is an exciting time for our charity as we approach the final year of our current organisational strategy and begin looking to what's next. The Fundraising Manager position is a varied role with the opportunity to shape our fundraising approach moving forwards. You'd be joining a dynamic and supportive team with lots of ideas for outreach and development.

If you enjoy building meaningful partnerships to drive growth and want to join our mission of building lives free from domestic abuse, we'd love to hear from you!

Best wishes,

Georgia Hyland
Chief Executive

Behind Closed Doors

BUILD LIVES FREE FROM DOMESTIC ABUSE

ROLE INFORMATION

Behind Closed Doors

Fundraising Manager

Salary: £35,000
37 hours per week
Permanent position (subject to funding)
Based at the Behind Closed Doors offices in Leeds, with hybrid and flexible working arrangements in place
Reporting to the CEO

Closing date: 11.59pm, Thursday 27th November
Interviews: Monday 8th & Tuesday 9th December

Benefits

Flexible working policy
Hybrid office/home working
28 days annual leave plus bank holidays
2 hours additional wellbeing time every month
Pension scheme
Employee Cash Health Plan
Values-led, inclusive organisation
Continued professional development

Hopeful

we see the possibility in the lives of everyone we support and in the lives of those they love

Courageous

we dare to act because sometimes it takes our courage to help others find theirs

Informed

we understand there are challenges and risks and we'll work them out together

Collaborative

we work as one with our service-users and with everyone who can help us deliver the best outcomes

Persistent

we are always there for our service-users and we are ever present in the fight against domestic abuse

Inquisitive

we believe our service-users, we take a holistic approach focusing on every person as a whole and taking into consideration external factors

ABOUT US

Behind Closed Doors has been tackling domestic abuse for over 25 years. We are there at the point of crisis, working with individuals and families in communities and we stay on to support through recovery. We also deliver preventative activities in the form of training with frontline practitioners, in the workplace and in educational settings.

We have supported thousands of people whose lives have been affected by domestic abuse; last year alone we worked with over 650 people experiencing domestic abuse. Our work with male victim-survivors is recognised as the specialist service in Leeds, and has received Lime Culture accreditation.

We have been a key partner in the local authority commissioned Leeds Domestic Violence Service for over fourteen years. We deliver practical support to reduce risks and navigate complex housing, legal, statutory and healthcare systems to enable our service users to make the right choices for them and their children.

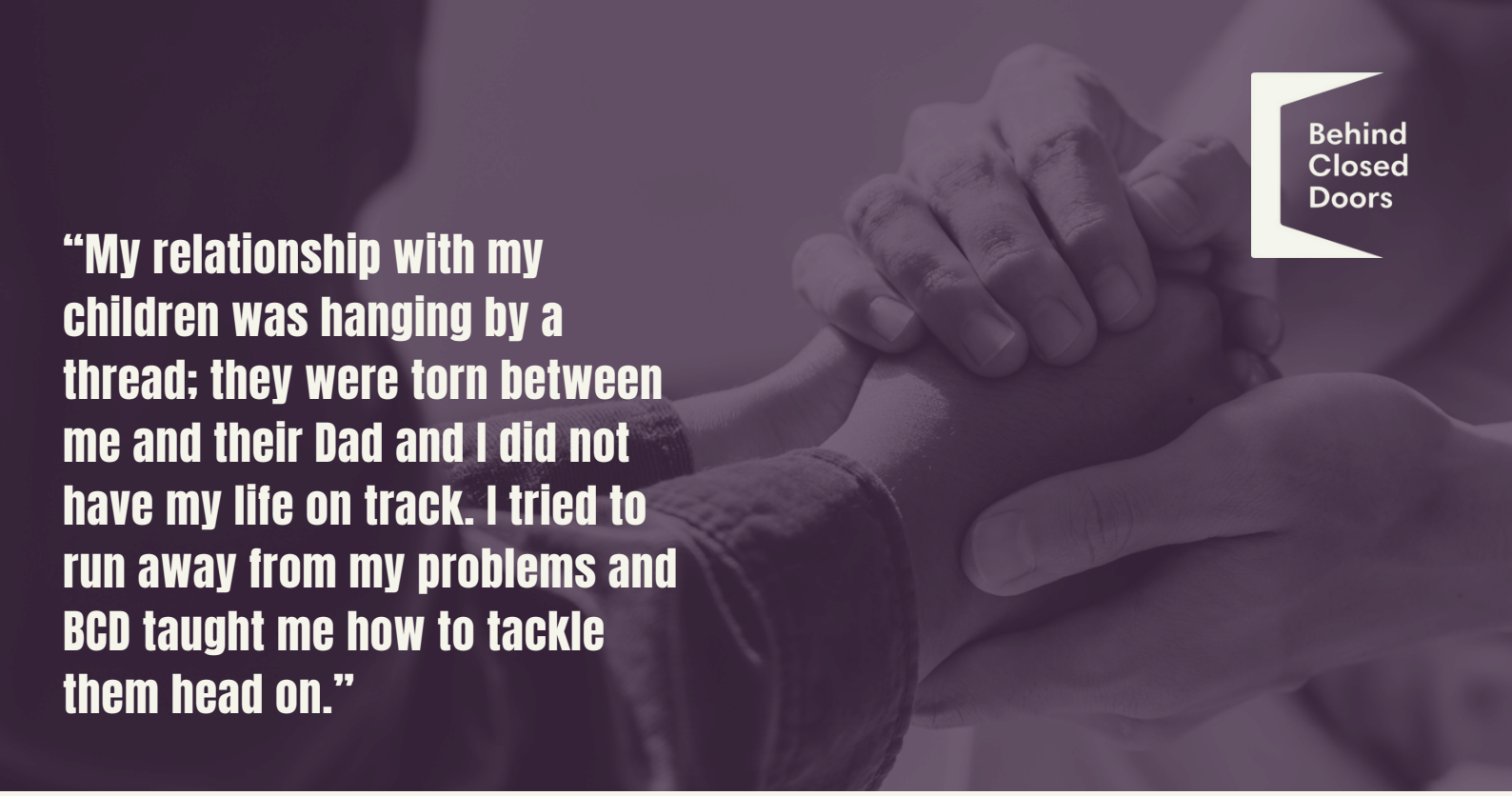
Behind Closed Doors is also lead partner in the Domestic Abuse Recovery Service (DARS), focusing both on practical assistance and longer-term emotional recovery; supporting service users to better understand the abuse they've experienced and protect themselves from future harm. DARS also has a specialist provision to offer more focused support to those with complex needs or additional vulnerabilities that may prevent them moving forwards.

In the past year, we have expanded our role within the LDVS Sanctuary Support project and our commitment to supporting everyone affected by domestic abuse, by taking on an LGBTQ+ Specialist Support Worker. We are also a key partner in the new West Yorkshire Pathfinder Partnership, providing specialist IDVA support in Family Court proceedings.

Read more about our aims in our 2023-26 strategy

"Behind Closed Doors is life-changing. I didn't want to get out of bed, I didn't want to leave the house. BCD completely and utterly changed where I was"

Behind Closed Doors



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"My relationship with my children was hanging by a thread; they were torn between me and their Dad and I did not have my life on track. I tried to run away from my problems and BCD taught me how to tackle them head on."

OUR IMPACT

Last year,

90% Of those who completed a programme of support with us said they were more independent and better able to make decisions

84% Reported improved mental health

79% Felt better able to keep themselves safe

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JOB DESCRIPTION

Fundraising Manager

Domestic abuse is always unacceptable. We support everyone affected by it and we act to prevent it. As the Fundraising Manager for Behind Closed Doors, you will play a key role in developing and delivering a fundraising strategy aligned with the organisation's vision, mission and values. This is an exciting and varied role with an opportunity for the post-holder to put their own stamp on it. As our Fundraising Manager, you will build on existing relationships with individual donors, community groups and corporate partners, as well as seeking new opportunities.

This role would best suit a creative and strategic mind who enjoys building relationships and inspiring others towards a united vision: to build lives free from domestic abuse. You will be joining a committed and dynamic team; line managing the Training and Development Coordinator, working within the senior management team and reporting to the CEO.

Main Duties and Responsibilities

Fundraising and Income Generation

1. Lead on Behind Closed Doors' fundraising activity, including building on existing individual giving, community and corporate income streams, as well as exploring new areas for diversification
2. Oversee Behind Closed Doors' Training and Development activity; line managing and working with the Training and Development Coordinator to ensure a steady pipeline of training clients
3. Support the development of high-quality and compelling funding applications and reports to grant providers, trusts and foundations

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Relationship Management and Supporter Engagement

1. Develop and nurture relationships with corporate partners, donors, individual fundraisers and community groups to ensure long-term engagement
2. Provide tailored stewardship to ensure donors feel valued and connected to Behind Closed Doors' mission
3. Represent Behind Closed Doors at fundraising and sector networking events
4. Develop volunteer roles to support fundraising, recruiting and supervising suitable fundraising volunteers in line with policies and procedures.

Strategy and Development

1. Work with the CEO to develop and deliver an organisational fundraising strategy, income forecasts and operational plans to achieve goals
2. Work with the CEO and Finance & Admin Manager to build the annual organisational budget, participating in reforecasting processes
3. Proactively identify opportunities and areas for development in fundraising and income generation aligned with the organisation's vision, mission and values

Communications and Promotion

1. Work with the wider team to create compelling individual giving campaigns across a range of channels
2. Work closely with the Data and Communications Officer to ensure inspiring content for regular digital communications to supporters and the wider public as well as managing, and responding to, all online fundraising enquiries
3. Oversee and execute fundraising marketing and communications, including writing content for campaign messaging, supporter engagement materials, and promotional content
4. Plan and deliver fundraising and challenge events, managing promotion, supporter engagement and event logistics

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Compliance and Administration

1. Build processes for supporter care and accurate recording of fundraising activities and engagement within the Beacon CRM database
2. Ensure compliance with fundraising regulations, GDPR and best practice
3. Work closely with the Finance & Admin Manager to ensure accurate recording and reporting of income
4. Co-produce financial reports for the CEO and Board of Trustees, evaluating activity and using insights to shape future strategies
5. Effective line management of the Training & Development Coordinator, including regular supervision and annual appraisals

Other

1. Reflect in your work and be committed to, the vision, mission and values of Behind Closed Doors
2. Work within the organisation's policies and procedures
3. Any other tasks or responsibilities deemed appropriate within the scope of this role to support the organisation

The post will be based in the Behind Closed Doors offices, with hybrid and flexible working arrangements in place. This role may involve occasional evening and weekend working to attend fundraising and networking events. Time off in Lieu (TOIL) will be provided in these instances.

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PERSON SPECIFICATION

Fundraising Manager

Please address and evidence in your application how you meet all essential (E), and any desirable (D) criteria

Skills, Abilities and Qualifications

Criteria	E	D
Excellent relationship-building and networking skills in varying forums	X	
Creative, bringing ideas for brand awareness and building the organisation's profile	X	
Proficiency in Microsoft Office and CRM system(s)	X	
Excellent written and verbal communication skills; confident conveying the 'ask' and impact to a range of audiences	X	
Logical and organised with a keen eye for detail and ability to manage competing priorities	X	
A motivated self-starter and collaborative team-player	X	
An experienced, confident and engaging public speaker	X	
Recognised fundraising qualification (eg. Institute of Fundraising certificate) or other relevant/related qualification		X

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Knowledge

Criteria	E	D
Knowledge of the local funding landscape and opportunities, including corporate CSR/ESG priorities	X	
Comprehensive working knowledge of fundraising regulations and data protection (GDPR)	X	
Understanding of domestic violence/abuse and the sector		X
Knowledge of digital fundraising and social media marketing		X

Experience

Criteria	E	D
Proven fundraising experience in corporate, individual giving and community/challenge events or similar	X	
Experience in managing supporter journeys and income pipelines	X	
Experience contributing to fundraising strategies, financial projections and organisational budgets	X	
Experience in event management/logistics	X	
Experience in the charity/non-profit sector	X	
Experience of developing and/or working within Beacon CRM		X
Experience in or knowledge of legacy/in memory giving and/or bid-writing		X

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Experience in design of fundraising materials using platforms such as Canva		X
Experience of marketing paid-for services, such as training packages, to partners		X

Additional Requirements

Criteria	E	D
Commitment to Behind Closed Doors' vision, mission and values	X	
Willingness to undertake training and commitment to continued personal development	X	
Commitment to equality, diversity and inclusion and working in an anti-discriminatory way	X	
Willingness to work occasional evenings and weekends as required (time off in lieu provided in these instances)	X	
Lived experience or personal connection to Behind Closed Doors' cause		X
Full driving licence and use of a car with business insurance		X

Behind Closed Doors

COULD YOU BE OUR NEW FUNDRAISING MANAGER?

If so, we'd love to hear from you!

To apply for this position, you will need a comprehensive CV and supporting statement outlining your interest in the role and organisation, and how you meet the criteria laid out in the person specification. You can apply via CharityJob, or return both documents by Thursday 27th November via email to info@behind-closed-doors.org.uk with the reference 'Fundraising Manager' in the subject line.

Interviews will take place on Monday 8th and Tuesday 9th December 2025, and will consist of a brief presentation and competency-based questions.

Behind Closed Doors is committed to improving inclusive recruitment practices. If you would prefer to apply for this position or express your interest in an alternative format (such as audio or video upload) or require any adaptions at this initial stage, please get in touch.

For an informal discussion about the role and organisation, please contact Georgia Hyland, CEO on info@behind-closed-doors.org.uk.

Behind Closed Doors is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and requires all staff and volunteers to share this commitment. A standard DBS disclosure will be required before taking up this position.

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www.behind-closed-doors.org.uk