

Charity Manager

The Noah Jordan Foundation RCN 1208933

Location: Cornwall, UK

Salary: £35,000–£40,000 (depending on experience)

Hours: Full-time preferred (part-time may be considered)

Reporting to: Charity Director

Working closely with: Board of Trustees

Additional Requirements: Flexibility to work occasional evenings and weekends in line with events, campaigns and charity activities, with willingness and ability to travel across the UK as required.

About The Noah Jordan Foundation

The Noah Jordan Foundation is a fast-growing UK children's charity established in memory of Noah, who died in 2024 from POLG mitochondrial disease, a rare and devastating paediatric mitochondrial disorder which can cause severe neurological deterioration and liver failure in children, and for which there is currently no effective treatment or cure.

Following Noah's death, his family made him a promise: that his legacy would help change the future for children and families affected by mitochondrial disease.

The Foundation was established to deliver that promise through three charitable objectives:

Medical Research

Funding pioneering medical research to improve clinical management, accelerate the development of effective treatments and ultimately help drive progress towards cures for rare paediatric mitochondrial diseases, including POLG-related mitochondrial disorders.

Raising Awareness

Increasing awareness and understanding of mitochondrial disease amongst healthcare professionals, organisations and the wider public through campaigns, events, education and training.

Supporting Children and Families

Providing practical and emotional support to children and families affected by mitochondrial disease through information, resources, services and financial assistance where possible.

Since launching in September 2024, thanks to our incredible community, the Foundation has grown rapidly, raising more than £400,000 in just over 18 months.

Our Impact

The Foundation has already:

- Fully funded a three-year medical research PhD programme into POLG mitochondrial disease at the Mitochondrial Research Group (MRG) at Newcastle University, under the guidance of one of the UK's leading Professors of Paediatric Mitochondrial Medicine, who also serves as a Charity Medical Advisor to the Foundation.
- Supported affected children, families and organisations across the UK.
- Developed national corporate partnerships and strategic relationships.
- Built a growing national supporter community and dedicated volunteer network.
- Established a growing national profile across mitochondrial disease awareness, fundraising and advocacy.
- Begun work towards funding further pioneering mitochondrial disease research and delivering long-term charitable impact.

Everything achieved so far has been built through passion, community and an unwavering commitment to creating meaningful change. Whilst we are proud of what has been achieved during our first 18 months, we believe this is only the beginning.

The Foundation is now entering an exciting and important phase of development as we strengthen long-term sustainability, diversify income, grow partnerships and build the organisational capability required to maximise impact for children and families affected by mitochondrial disease across the UK, whilst contributing towards change around the world through research, awareness and support.

We are seeking an exceptional individual to help build upon the momentum already created and shape the Foundation's continued growth and long-term impact.

The Opportunity

This is an opportunity to help build a nationally recognised charity at an exciting and formative stage of its journey.

The Noah Jordan Foundation is building towards becoming a nationally recognised force for change within paediatric mitochondrial disease research, awareness and family support.

As the Foundation's first full-time employee, the Charity Manager will play a key role in shaping the future culture, structure and direction of the organisation.

Reporting directly to the Charity Director and working closely with the Board of Trustees, you will help develop organisational strategy, grow income, strengthen operations, build partnerships and support the long-term sustainability of the Foundation.

The Charity Manager will act as the Foundation's operational and fundraising lead, helping drive continued growth and maximise impact for children and families affected by mitochondrial disease.

This role requires someone equally comfortable developing strategy, building partnerships and driving income growth, whilst also rolling their sleeves up and supporting practical delivery where required.

One day may involve developing fundraising strategy, corporate relationships or marketing initiatives. Another may involve supporting volunteers, delivering events or solving operational challenges.

From partnerships, fundraising strategy and marketing to events, administration and operational support, the successful candidate will need to be comfortable contributing wherever required.

This role will suit someone ambitious, adaptable and proactive who thrives within fast-moving environments and enjoys building meaningful impact from the ground up.

For the right person, this is a rare opportunity to help shape a growing charity and leave a lasting legacy.

Key Responsibilities

Fundraising and Income Growth

- Lead and grow fundraising activity across the Foundation.
- Develop and manage corporate partnerships and sponsorship opportunities.
- Identify and secure trusts, grants and major donor funding.
- Support regular giving and community fundraising growth.
- Help develop long-term fundraising strategy and income diversification.
- Build and nurture relationships with donors, businesses, trusts and strategic partners.
- Develop proposals and pitches for supporters, businesses and stakeholders.
- Identify opportunities and support sustainable income growth.
- Strengthen supporter stewardship and donor relationships.
- Support fundraising campaigns and flagship charity initiatives.

Operations and Organisational Development

- Help build systems, processes and operational structures as the charity grows.
- Support governance, compliance and reporting requirements.
- Develop reporting frameworks and performance measures to support Trustee oversight and organisational growth.
- Support budget monitoring and financial administration alongside Trustees.

- Lead, support and help develop the Foundation's dedicated volunteer network, helping build a positive, engaged and high-performing volunteer culture.
- Support CRM systems and fundraising pipeline management.
- Help develop internal processes to support sustainable long-term growth.
- Undertake additional responsibilities commensurate with the role where required.

Communications, Marketing and External Engagement

- Support planning and delivery of campaigns, events and public engagement activity.
- Lead marketing, communications and storytelling activity to strengthen awareness, supporter engagement and fundraising.
- Help develop campaigns that increase awareness and understanding of mitochondrial disease and strengthen the Foundation's profile.
- Support content development across digital platforms and supporter communications.
- Represent the Foundation externally with professionalism, warmth and passion.
- Build and strengthen relationships with supporters, businesses and stakeholders.
- Represent the needs of affected children and families and help drive innovation, awareness and positive change.
- Work closely with the Charity Director on strategic development and future growth.

About You

We are seeking someone with:

- Approximately 5–10 years' experience within fundraising, charity development, partnerships or organisational growth.
- A proven ability to build relationships and generate income.
- Strong communication, influencing and stakeholder engagement skills.
- Strong relationship-building and partnership development skills.
- Confidence developing proposals, presenting ideas and pitching to supporters, businesses and stakeholders.
- The ability to balance strategic thinking with practical delivery.
- A proactive, adaptable and solutions-focused mindset.
- A willingness to learn, develop and grow alongside a rapidly evolving organisation.
- A willingness to be hands-on and contribute wherever needed.
- Strong storytelling and communication skills, with an understanding of how marketing and communications drive awareness, fundraising and supporter engagement.
- Empathy, emotional intelligence and professionalism.
- A willingness to travel and support events across the UK.
- Flexibility to work occasional evenings and weekends.
- A full UK driving licence and access to transport.
- A genuine passion for meaningful work, long-term impact and improving outcomes for children and families affected by mitochondrial disease.
- Ambition, resilience and commitment to creating lasting impact.

We would particularly welcome applicants with experience in corporate partnerships, fundraising strategy, charity growth and development, community engagement, marketing and communications, events and campaigns, trusts and foundations, and organisational development and scaling.

We recognise exceptional candidates may not meet every element of the criteria listed above. If you are passionate about our mission, bring transferable experience and believe you could make a meaningful contribution to our future, we would encourage you to apply.

We understand that the right person may come from either the charity sector or a related professional background with transferable experience in partnerships, fundraising, business development, communications, marketing or organisational growth.

Experience working within a growing charity or purpose-led organisation would be highly advantageous.

Why Join Us?

This role offers the opportunity to:

- Help shape the future of a fast-growing children's charity.
- Work closely with an ambitious and passionate leadership team.
- Build meaningful partnerships and projects with national impact.
- Directly contribute towards advancing pioneering mitochondrial disease research, raising awareness and supporting affected children and families.
- Be part of a community determined to create lasting change.
- Help build a charity designed to create lasting impact for generations to come.

We couldn't save Noah.

But together, we can change what happens next.

The extinction of Mito, one stomp at a time.