

JOB DESCRIPTION



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| JOB TITLE: | Development (Fundraising) Manager |
| CONTRACT TYPE: | 12 Month Fixed Term Contract (view to extend) |
| FUNCTION/ TEAM: | Development |
| LOCATION: | London, UK |
| HOURS: | Full-time |
| REPORTS TO: | Head of Development & Communications |
| SALARY: | £33,410 - £40,175 |

EQUAL OPPORTUNITIES

As a small charity working to disrupt the global business of human trafficking, gathering intelligence, and delivering campaigns and projects around the world, we recognise that our team is strengthened by the knowledge, experience and insights that people from a wide range of backgrounds bring. As a minimum, we expect all applicants to show a demonstrable commitment to equality and diversity.

SUMMARY OF THE ROLE

STOP THE TRAFFIK prevents vulnerable communities from being recruited, trafficked, and exploited. Our targeted prevention efforts disrupt the criminal business of human trafficking, making it too high-risk and low-profit to be viable.

This role sits within the Development & Communications Team and is key to growing and delivering our fundraising and partnership pipeline. The Development & Fundraising Manager will manage and prepare applications to trusts and foundations, lead on individual giving initiatives, and help build philanthropic and corporate partnerships.

This is a varied role for someone who is a strong writer, both persuasive and strategic, and who is motivated to connect STOP THE TRAFFIK's mission with funders and partners who share our vision and act as long-term investors in prevention.

SUMMARY OF RESPONSIBILITIES

Funding Development & Applications

- Prepare and submit high-quality funding proposals and applications to trusts and foundations, ensuring high quality and adherence to deadlines.
- Create supplementary documentation needed for applications including budgets, MEL frameworks, timeline documents and theory of change frameworks.
- Research and identify new funding opportunities to maintain a consistent pipeline.
- Monitor and manage funding calendars, ensuring reporting deadlines and grant requirements are met.

Relationship Management

- Maintain and strengthen relationships with existing funders, partners, and individual donors through regular communication and stewardship.
- Support the Head of Development & Communications in nurturing potential philanthropic leads and corporate partnerships.
- Represent STOP THE TRAFFIK in meetings and presentations with funders, corporates, and other key stakeholders.

Campaigns & Individual Giving

- Lead on regular individual giving initiatives, including our annual match-funded December festive campaign.
- Work with the wider Development & Communications Team to create compelling campaigns that grow supporter engagement and income, including initiatives for universities, schools, faith groups, and sporting activities.

Storytelling & Impact

- Transform data, monitoring and evaluation insights, and project outcomes into clear, engaging narratives for diverse audiences.
- Collaborate with programme teams to capture impact and integrate it into pitches.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION



- Experience in fundraising, or partnerships within the charity or social impact sector.
- Strong track record of writing successful funding proposals and grant applications to trusts and foundations.
- Excellent written communication skills, with the ability to craft persuasive, evidence-based narratives tailored to different audiences.
- Experience researching and developing new funding opportunities and maintaining a steady pipeline of prospects.
- Ability to build and manage strong relationships with funders, partners, and individual donors.
- Confident in presenting to external stakeholders.
- Comfortable interpreting and using data and monitoring insights to strengthen proposals and demonstrate impact.
- Highly organised, with the ability to manage multiple deadlines and priorities in a fast-paced environment.

PERSONAL QUALITIES

- Strong demonstration of STOP THE TRAFFIK values
- Ability to multitask to a high level, while meeting deadlines and managing time effectively
- Highly resourceful, self-starter, open to innovation with strong attention to detail
- Growth mindset, open to giving and receiving feedback
- Ability to work effectively independently and in a team, with excellent communication skills

We do not require any additional qualifications, rather, candidates must demonstrate previous experience in an environment with transferrable skills to this position. If you do not meet 100% of the above, please consider applying regardless. We are happy to upskill where possible or look at alternative roles in the company.

SAFEGUARDING VULNERABLE CHILDREN & ADULTS

STOP THE TRAFFIK is committed to safeguarding and promoting the welfare of vulnerable children and adults. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

SIGNED:

| EMPLOYEE | | LINE MANAGER | |
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| | | | |
| PRINT NAME | | PRINT NAME | |
| DATE | | DATE | |