



Fundraising Manager (F/T £42,657 plus pension contributions)

The Race Equality Foundation is a registered charity which tackles racial inequality to improve the lives of Black, Asian and minority ethnic communities. We believe that everyone should be provided with the opportunities to flourish.

We do this by exploring what we know about discrimination and disadvantage, using that knowledge to develop interventions that will overcome barriers and promote equality, and disseminating this knowledge and good practice through training, conferences and written material.

The Foundation has delivered change through a range of ground-breaking projects. These include:

- the evidence-based Strengthening Families, Strengthening Communities parenting programme
- the pioneering research and policy projects which explore the lived experience of Black, Asian and minority ethnic people, from the lives of young people with a disability to older people living with dementia, to the impact of climate change; and
- partnerships with other voluntary and statutory organisations, as well as universities.

We continue our efforts to progress race equality through thought leadership, for example our work on the environment and nature crisis, as well as demonstrating what is possible. An example is our work on improving the take-up of annual health checks by people with a learning disability from Black, Asian and minority ethnic backgrounds.

We also intervene in national debates impacting Black, Asian and minority ethnic communities, as seen through our work on mental health and with the Covid-19 inquiry and the Independent Inquiry into Child Sexual Abuse.

We are based in London with a national remit.

The Foundation is led by the CEO, Jabeer Butt, OBE with a team of 17 staff and 11 sessional workers. The Foundation has a management committee which supervises its work. The committee includes the Board of Trustees and is chaired by Karin Woodley CBE.

Job description

This is a fantastic role for an established fundraiser with experience of raising funds from trusts and foundations and is looking to take the next step in their career. Working in a supportive and well-established charity, you will have the autonomy and agency to lead in developing innovative new funding asks working closely with senior colleagues. You will manage, maintain and enhance relationships with existing partners and identify, approach and win the support of new supporters to expand our work.

Through working collaboratively across the charity and producing high quality reports to our funders, you will see the tangible impact of your work on the lives of the Black, Asian and minority ethnic communities supported by the projects you have secured funding for.

It's a great time to join our team as we grow and diversify our income so that we can continue to expand the crucial work of the Foundation. You will work closely with the SMT to identify and research prospects, develop compelling applications, and manage funding streams. You will play a key role in building an effective Trust and Foundation Fundraising function, establishing effective ways of working across the charity and building positive, engaging, long-term relationships with funders.

The ideal candidate will be committed to tackling racism and reducing inequalities, you will be driven and ambitious, with experience across a range of fundraising methods but must have significant experience in developing Trust and Foundation relationships and evidence of securing 5 and 6 figure partnerships or grants.

With a new set of strategic priorities and support from across the organisation where fundraising is embedded throughout, including a supportive board of Trustees, you will have plenty of opportunities to contribute to the ongoing success of our work.

Key responsibilities:

Fundraising and Development

- Identify and research a range of appropriate funders who are likely to fund the work of Race Equality Foundation, building and managing a new business pipeline to deliver year-on year growth in Trust and Foundation Fundraising income
- Cultivate **new** relationships with prospects (awarding grants of £10,000+) and identify appropriate projects or areas of our work to meet their criteria, developing tailored, persuasive funding proposals
- Lead on and/or coordinate the drafting and proofing of bids, tenders, grant applications and fundraising proposals.
- Ensure financial information, budgets and related due diligence data required by commissioners and funders is approved by the Chief Executive.
- Ensure the Management Team is informed of and engaged in planned fundraising activities and the drafting of bids and funding applications.
- Prepare reports on fundraising issues, activity and performance for the Chief Executive
- Maintain up-to-date knowledge of and ensure compliance with relevant legislation and recommended best practice.

Relationship management

- Provide excellent relationships with new and existing funders, including the production of high-quality, engaging written updates, impact reporting, and regular communications in line with funder expectations
- Produce and deliver tailored engagement plans to deepen and grow our funder relationships
- Deliver first-class grant management – taking responsibility for all monitoring and reporting requirements of funders
- Ensure robust and practical monitoring and evaluation plans are in place to demonstrate the impact of grants and report effectively to funders

- Build and maintain strong internal relationships across the charity to ensure the delivery of obligations to our funders
- Represent the Foundation at events and networking opportunities as required

3. Managing systems

- Develop a system to maintain accurate and up-to-date records around fundraising activity
- Maintain and communicate accurate and informative grant information and records, to support our staff to deliver in line with funder expectations
- Work within agreed finance processes to ensure all donations are accurately coded, allocated and spent
- Contribute to the ongoing development of effective processes to manage fundraising activity efficiently and successfully

4. Communications

- Work closely with the Senior Management Team to ensure effective and unified messaging across the organisation to its various stakeholders and partners.
- Coordinate effective communication with funders, commissioners, donors and other key stakeholders.
- Ensure the Foundations digital fundraising communications are up to date, relevant and engaging.
- Support the development and implementation of external communications activities including digital and on-line activities, preparation of annual reports and impact reviews, and drafting of press information, news items and newsletters as approved by the Chief Executive.

5. General Responsibilities

- Keep abreast of the overall work of Race Equality Foundation
- Be self-servicing and competent in the use of IT software.
- Participate in regular supervisions and an annual appraisal, and to be committed to one's own professional development.
- Comply with all the Foundation's corporate policies and procedures.
- Perform any other duties commensurate with the role.
- Work occasional unsociable hours (evenings and weekends).
- Travel across, and on occasions, outside of London.

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It will be subject to periodic revision as the emphasis on and ways of working within the role changes.

The Foundation has a strong collaborative ethos and attempts to ensure that this operates both with the agencies with which we work and between staff members and trustees.

Staff for whom responsible

None currently

Line Manager

Jabeer Butt, Chief Executive

Range of contacts

There will be contact with members of staff and our Management Committee.

Travel and hours of work

The Foundation works across the UK. Travel outside of London is sometimes part of the job. Full time staff work 35 hours a week, with office hours being 9am to 5pm, Monday to Friday. This post will require flexibility and occasional evening and weekend work, for which time off in lieu can be taken.

Provision of training and development

There will be an induction programme. Staff are encouraged to seek relevant training opportunities.

Person specification

Criteria	Essential	Desirable
Qualifications and training	<ol style="list-style-type: none"> 1. Relevant degree 	<ol style="list-style-type: none"> 1. Professional fundraising training or postgraduate degree in relevant subject
Knowledge and experience	<ol style="list-style-type: none"> 1. A minimum of 5 -years' experience in successful fundraising from grant giving trusts and foundations and statutory funders, including: prospect research, cultivation, and the management of funding relationships; the drafting of funding proposals; and compliance with fundraising best practice. 2. A demonstrable track record in generating and securing six figure bids. 3. Experience of undertaking in-depth research into funders and donors. 4. An understanding of racism and racial inequality and the experiences of minoritised communities 5. Numerical literacy. 6. Excellent working knowledge and comprehension of written English, including grammar, copy writing, editing and proof reading. 7. High level of proficiency in use of Microsoft Excel and Google Workspace. 8. Experience of successfully completing tasks in a fast-paced environment and to deadlines. 9. Experience of working pro-actively. 10. Experience of maintaining confidentiality and handling sensitive information. 	<ol style="list-style-type: none"> 1. Experience of working in a charity/not for profit organisation 2. Experience of corporate giving and/or individual giving 3. Experience of digital fundraising 4. Knowledge of financial budgeting, reporting and monitoring. 5. Knowledge of data management and protection.
Skills, abilities and competencies	<ol style="list-style-type: none"> 1. Excellent interpersonal skills, including establishing and maintaining strong relationships with colleagues and stakeholders. 2. A creative and versatile approach that demonstrates an ability to generate innovative ideas and approaches to fundraising and adapt to changes in the operating environment. 3. Excellent oral and written communication skills with the ability to construct compelling funding /sponsorship proposals to engage a variety of audiences. 4. Ability to apply intellectual rigor and understanding, analyse, interpret, explain and summarise complex data and issues in a logical manner. 5. Ability to reflect and evaluate impact and performance. 6. Ability to prioritise conflicting tasks and manage a challenging workload. 7. Ability to work flexible hours, including evenings and weekends. 	<ol style="list-style-type: none"> 1. Ability to undertake research into service user needs and/or the preparation of needs analyses

Pay and Conditions of Service

This post is full-time.

The annual full-time salary for this post is £42,657 inclusive of London Weighting.

There is a probationary period of six months for this post.

Full time staff are entitled to 25 days holiday leave per annum. The timing of holidays must fit in with the needs of the Foundation and must be agreed in advance. In addition to annual holidays there is paid time off for national holidays.

The post will be based in the London office at Unit 17 Deane House Studios, 27 Greenwood Place, London NW5 1LB. Staff currently work at least one to three days a week in the office.

Please note that we are only able to appoint people who are eligible to work in the UK.

Application form, supporting statement and monitoring form should be returned to admin@racefound.org.uk. Please note, applications via CVs will not be considered.

Closing date: Monday 7th October, 9am

Interviews: Monday 14th October