



JOB DESCRIPTION

Job Title: Fundraising Manager

Responsible to: CEO

Hours of work: 4 (28 hours) or 5 days (35 hours) per week

Salary: £38,113 pro rata for part time hours

South London Refugee Association is a well-established and impactful charity grounded firmly in our local area and trusted by our local migrant communities. We balance providing essential frontline services with work to advocate and campaign for change. We value the knowledge and experience our service users can bring to our organisation and involve those with lived experience at all levels.

PURPOSE OF THE ROLE

We are seeking a confident, experienced and motivated Fundraising Manager to join our team. This is a key role in ensuring that we continue to secure the resources we need to provide our vital services and activities for refugees, asylum seekers and other migrants in South London. As Fundraising Manager for SLRA, you will play a pivotal role in developing and implementing our fundraising strategy, building relationships with donors and exceeding fundraising goals. We are predominantly funded by Trusts and Foundations and you will be vital in maintaining and expanding this funder base, as well as helping to diversify our income streams.

Main duties and responsibilities

- Research and identify funding opportunities and approach Trusts, Foundations and other grant giving organisations
- Compile and submit compelling applications for funding ensuring accuracy and appropriateness.
- Build and maintain relationships with existing Trusts and Foundations.
- Work with the CEO and trustees to develop a fundraising plan to support SLRA's Strategic Plan.

- Grow and develop relationships with new prospects to increase unrestricted funds secured.
- Provide line management and work closely with the Impact and Fundraising Co-ordinator.
- Facilitate opportunities for team members to identify areas of development including partnership initiatives and collaborative working.
- Ensure that established services and activities are sustained.
- Monitor and review income from Trusts and Foundations and maintain accurate records of income and applications.
- Implement robust procedures to ensure we meet funders' formal reporting requirements, to ensure terms and conditions of grants are fully met and that grant payments and income are monitored and reported.
- To monitor and review income from trusts and grant giving organisations and maintain accurate records of income and applications.
- Work with the CEO and trustees to action and review the SLRA Strategy 2019 to 2022 in order to ensure that planned outcomes are achieved.
- Attend meetings and key events as required.
- Contribute to developing external communications in relation to fundraising and raising the profile of the organisation.).
- Have responsibility to uphold the Aims and Principles of SLRA.
- Abide by health and safety guidelines and share responsibility for your own safety and that of colleagues
- Ensure that the Equity, Diversity and Inclusion and other SLRA policies are adhered to.
- Represent SLRA at meetings with other agencies as appropriate
- Any other duties commensurate with the post

Additional Duties

Some occasional evening and weekend work may be required.

Person Specification

Experience	
Substantial experience of building relationships with and securing funds from Trusts and Foundations.	<i>Essential</i>
Experience of increasing individual donors and of successful community fundraising.	<i>Essential</i>
Experience of researching trust and grant income opportunities.	<i>Essential</i>
Experience of writing funding applications and monitoring reports, including budget plans and monitoring, for funders.	<i>Essential</i>
Experience of establishing strong working relationships with colleagues with a collaborative style.	<i>Essential</i>
Experience of providing line management or supervision to staff or volunteers.	<i>Desirable</i>
Lived experience of the UK Asylum or immigration system	<i>Desirable</i>
Knowledge and Understanding	
An understanding of and empathy for the challenges faced by migrants who are in crisis or at risk.	<i>Essential</i>
An understanding of the challenges and opportunities faced by small, local voluntary organisations in ensuring sustainability.	<i>Essential</i>
Knowledge and understanding of the UK migration sector.	<i>Desirable</i>
Excellent communication skills	<i>Essential</i>
Ability to creatively identify opportunities for funding.	<i>Essential</i>
Ability to respond creatively to challenges.	<i>Essential</i>
The ability to work to your own initiative and to cope with a busy environment.	<i>Essential</i>
Ability to prioritise and organise a busy workload.	<i>Essential</i>
Excellent standard of written and spoken English.	<i>Essential</i>
Excellent IT skills, and the confidence to use IT packages to coordinate events and communications.	<i>Essential</i>