

JOB DESCRIPTION

Post:	Fundraising Manager
Location:	Office based at Renewal Programme HQ, 395 High St North, London, E12 6PG with some scope for home working.
Hours:	25 hours a week, office based days and hours to be agreed upon appointment.
Terms:	Permanent contract, 28 days holiday a year plus bank holidays (both pro-rata)
Salary:	£40-45k p/a (FTE Salary, depending on skills & experience)
Reports to:	Chief Executive
Responsible for:	Fundraising Officer

Main Job Purpose

As our Fundraising Manager, you will be the driving force behind our fundraising efforts, supporting the organisation in increasing resources available to fulfil our charitable purposes. Your main objective will be to grow our income and achieve agreed targets through successful development and management of all aspects of our fundraising. You will be responsible for securing new commissions and grants, facilitating grant management in line with donor requirements, and leading on the preparation of accurate and compelling reports and communications. You will be a storyteller at heart, crafting compelling proposals and reports that showcase the impact of our work. You will also be embedded in our projects, getting to know our frontline staff and the communities we support.

Your key responsibilities will include:

Raising funds

- Working with the CEO, Fundraising Officer, Senior Management Team, and Board of Trustees to set and meet ambitious fundraising targets to support the delivery of our varied programs, including securing significant grants from Trusts & Foundations and statutory sources.
- Oversee a diverse portfolio of income streams to support the growth and development of the charity's activities.

Strategic Planning

- Lead the updating and implementation of a multi-faceted fundraising strategy, incorporating diverse income streams including grants, statutory sources, corporate funders and individual donors, at all times ensuring alignment with organisational goals. This will include the development and monitoring of clear income targets.

- Proactively communicate fundraising options to internal stakeholders.
- Manage timelines and ensure organisational awareness for funding applications and tender deadlines.
- Seek out strategic partnerships for joint applications and match funding opportunities.

Research

- Collaborate with departments to identify fund-raisable ideas and programs.
- Conduct thorough research to identify appropriate funding opportunities, understanding funder criteria and priorities.
- Gather and analyse data on fundraising trends, competitor activities, and best practices to inform decision-making.

Cultivation & Relationship Management

- Cultivate and maintain strong relationships with trusts, foundations, statutory bodies, corporate donors, potential high net worth individuals and other potential donors.
- Represent the Renewal Programme at events, networking with potential supporters.
- Develop and maintain a network of contacts as appropriate to support the effective raising of funds.

Proposal Development & Pitching

- Lead on the preparation of high-quality tenders, grant proposals, cases for support, and compelling narratives that demonstrate impact and align with funder priorities.
- Project manage bid writing, including the effective contributions of the wider team, especially the CEO and Fundraising Officer.
- Collaborate with program leads to ensure proposals accurately reflect project goals and outcomes.
- Present proposals and pitches to funders in a clear and compelling manner.
- Work closely with appropriate colleagues to identify and suitable projects for corporate funding and support.

Reporting and Data Management

- Work with program leads to prepare detailed reports for funders, highlighting project impact and learnings.
- Communicate outcomes and learnings to internal stakeholders.
- Ensure all reporting is timely and adheres to funder requirements.
- Work with our Communications team to support the development and maintenance of our supporter CRM database, ensuring efficient and appropriate data capture and data analysis for the purposes of effective stewardship, fundraising and communications.

Budgetary Responsibilities and Compliance

- Work with departments and finance teams to manage grant budgets and report back to funders.

- Ensure transparent and accountable financial management of all funded projects.
- Ensure fundraising activity complies with legal and regulatory standards.



Teamwork and Line Management

- Work closely with the Senior Management Team in the planning and development of funding bids.
- Line manage the Fundraising Officer, ensuring they receive consistent and motivating direction and feedback to enable them to work to the best of their ability.

Additional role expectations

- Maintain good working relationships with all charity staff, volunteers, supporters and members of the public.
- Maintain confidentiality in all areas of work at Newham Community Renewal Programme.
- Be willing to undertake training as required.
- Actively support all policy rules and procedures, as stated in our staff handbook, including Fire, Health and Safety and Equal Opportunities.
- Undertake any reasonable task requested by a manager of higher level of authority and carry out any other ad hoc duties that may be required from time to time to assist in the smooth running of the organisation.

PERSON SPECIFICATION

Essential

- Proven track record in fundraising: Tangible experience securing 5 and 6 figure grants from Trusts & Foundations and statutory sources, with a strong understanding of the grant writing and reporting process.
- Excellent written and verbal communication skills: Demonstrated ability to write compelling grant applications, proposals, and reports, as well as communicate effectively with diverse stakeholders.
- Strong organisational skills: Ability to manage multiple workloads, meet deadlines, and maintain meticulous records with high attention to detail.
- Relationship management expertise: Skilled at building and nurturing relationships with funders, partners, and internal colleagues, while actively managing donor relationships.
- Creative and strategic thinker: Ability to think outside the box, identify new funding opportunities, and develop innovative fundraising proposals.
- Collaborative team player: Able to work effectively as part of a team while also taking initiative and working independently when required.
- Commitment to diversity and inclusion: Understanding and commitment to equality, diversity, and inclusion principles, as well as anti-discrimination practices.
- Administrative skills: Proficiency in IT skills, including databases and MS Office suite, with experience in setting budgets.
- Passion and alignment: Support for the vision and values of the organisation, with a genuine passion for its mission and commitment to promoting positive change.

Desirable



- Broad fundraising experience: Experience in diverse fundraising areas such as corporate partnerships, individual giving, and legacy programs.
- Professional development: Institute of Fundraising qualification or similar.
- University degree: A 2.1 honours degree in a relevant subject.

Skills & attributes

- Collaborative working style and excellent relationship building skills.
- Strategic thinker with the ability to see the bigger picture and make decisions in line with the charity's needs as part of a team.
- Target-focused and results driven.
- Excellent written and verbal communication skills, including the ability to speak engagingly to a range of audiences and to represent the Renewal Programme externally.
- Ability to resolve complex situations and deal sensitively with differences of opinion.
- Sound knowledge of the external fundraising environment.
- Understanding of the issues facing those we work with, especially those furthest from power and influence, including those homeless, asylum seekers and refugees, non-English language speakers, young carers and those affected by food insecurity.
- The ability to consistently model the Renewal Programmes values.