



## **RECRUITMENT STATEMENT**

Doorstep Library is committed to safeguarding and promoting the welfare of children, young people, and all those it comes into contact with. All employees undergo rigorous safer recruitment processes including specified interview questions, a DBS check, and the collection of written and/or verbal references. Safeguarding training is a mandatory part of the induction process for all employees, and employees are expected to always adhere to our safeguarding policies and procedures.

## **JOB SUMMARY**

|   |
|---|
| <b>Job Title:</b> Fundraising Manager   |
| <b>Contract Type:</b> Full Time, Permanent  |
| <b>Hours per week:</b> 35 (excluding lunch break)   |
| <b>Working pattern:</b> Mon-Fri   |
| <b>Main Location:</b> London Office/Home  |
| <b>Reports to:</b> CEO/Head of Operations   |
| <b>Direct Reports:</b> Fundraising Officer (F/T)  |
| <b>Annual Salary:</b> 36,400k   |
| <b>Full Time Annual Leave Allowance:</b> 25 days per annum, plus bank holidays, plus 3 days mandatory Christmas leave |
| <b>Pension Contributions:</b> 6% (based on a 2% minimum employee contribution)  |
| <b>Additional Benefits:</b> flexible working, employee assistance programme, employee discount programme (BenefitHub) |

## **ABOUT US**

Here at Doorstep Library, we believe in the power of words to take you places. We are a non-profit community-focused charity dedicated to bringing the gift of books and the joy of reading into the homes of families across London who need our support, reading with them and their children to inspire a love of books, of stories and storytelling, and to instil a lifelong passion for reading.

Equipped with a reading stool and a supply of books, our volunteers are right on the doorstep, ready to use books to fuel children's natural love of stories, fire their imaginations, and encourage their appreciation of reading. Our goal is to help each child develop the self-confidence and essential skills they need to access all the opportunities that will come their way in life. Whether in person, or online, we are there to support children and families who need us most.

## JOB PURPOSE

- Manage the charity's fundraising operations, including coordinating prospect research and prioritisation
- Manage the pipeline of trust & foundations income in line with income targets
- Work closely with the CEO to develop and diversify income streams, including corporate relationships
- Mentor and develop the Fundraising Officer

## ABOUT THE ROLE

We are looking for a creative, confident and skilled fundraising professional to join our friendly team to help us grow our charity so that we can introduce even more families to the joy of reading!

You will be passionate about our cause and be an astute fundraiser, able to make and develop relationships with stakeholders and manage funding portfolios. You will have a flair for communicating, in writing and in person, with a keen eye for detail and the ability to spot and develop an opportunity. You will be a team player and be prepared to pitch in at all stages of fundraising from bid writing to pitching.

This is a unique opportunity for the right candidate to flex their fundraising muscles in the not-for-profit sector and, with an eye to the future, be instrumental in helping us to build a charitable fundraising structure for the future.

## MAIN RESPONSIBILITIES & DUTIES

### Trusts & Foundations:

- Lead on a portfolio of applications from pipeline to final report
- Manage and grow pipeline to agreed targets
- Support CEO on larger, multi-year bids as identified

### Partnerships:

- Manage Charity of the Year partnerships with independent schools and corporate supporters
- Lead on creating and delivering fundraising presentations to potential partners

### Operations:

- Develop and maintain systems for effective thanking
- Generate monthly Finance reports from the CRM system (Donorfy)
- Be responsible for the delivery of monthly reports on funds and prospects, and quarterly Board reports
- Ensuring systems are in place to meet funders' reporting and application requirements to deadline
- Work closely with the Finance Manager on income generation targets and reporting

### Individual Giving:

- Identify & cultivate new opportunities for income generation
- Work with the CEO to establish a corporate giving/supporters' programme
- Work closely with the Marketing Manager to deliver fundraising campaigns for individual giving
- Support the CEO in the management of the Development Board and major donors' strategy

- Ensure there is a robust system in place for timely donor thankyou and stewardship

Management:

- Manage and develop the Fundraising Officer

| <b>PERSON SPECIFICATION</b> |  |
|-----------------------------|--|
| <b>Essential Criteria</b>   |  |
| 1.                          | Demonstrable experience of successful fundraising/partnership activity   |
|                             | Demonstrable experience of raising funds from trusts and foundations (grant giving), managing existing relationships and identifying and cultivating new funding relationships |
| 2.                          | Demonstrable knowledge/experience of raising income using a wide range of fundraising methods  |
| 3.                          | Excellent communication skills, with the ability to communicate effectively in an engaging manner in person and in writing to a variety of audiences                           |
| 4.                          | Highly organised with the ability to prioritise and delegate effectively   |
| 5.                          | Ability to be flexible and adapt quickly to changes in the funding environment   |
| <b>Desirable Criteria</b>   |  |
| 1.                          | Knowledge of Charity fundraising sector  |
| 2.                          | Experience of managing and developing others   |

### **EDI STATEMENT**

We never judge a book by its cover because we know it's what's inside that counts.  
Every one of us is our own unique story to tell and, at Doorstep Library, storytelling is  
what we do best.

We listen and we learn. We trust and we share.  
We challenge, we accept and together, we grow.

We are brave. We are kind. We are us.

We are all of us.