



The Creighton Centre

A small charity with a big impact

We're recruiting: Fundraising Manager

The Creighton Centre is a charity that has been supporting people in Hammersmith & Fulham and the surrounding area for almost 120 years. Our mission is to reduce loneliness and isolation by providing services that help people stay connected, independent and well.

We are now looking for an experienced fundraiser to join our small and friendly team, working from home and in our community centre in Fulham, West London.

This is a senior, hands-on role leading our established and successful trusts and foundations fundraising programme, while working with our CEO to support capital fundraising. You'll be building on an established and highly successful fundraising legacy that has been in place for over ten years.

We're looking for someone with a strong track record in **trusts and foundations** who can work independently, write compelling applications, build good relationships with funders and manage the fundraising process from research through to reporting.

We are keen to develop other fundraising opportunities including corporate support, individual giving and legacies which this role will support. You don't need to be an expert in these areas but a willingness to help the team to make them happen is key.

Starting Salary: c£45,000-£48,000 FTE (depending on experience), pro rata

Hours: 21 hours / 3 days per week (**flexible hours** will be considered), **hybrid working**, with regular attendance at our Centre in Fulham, West London

To apply, please send your CV and a covering letter outlining how your experience and skills match our requirements. Our CEO Jamie Ward-Smith jward-smith@creightoncentre.org is available if you want to have an informal chat about the role before you apply.

Closing date: 23rd October 2026

For more information about us and our work please [visit our website](#) and view our latest [Impact Review](#).



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Job Description

Job title:	Fundraising Manager
Responsible to:	CEO
Location:	Hybrid – remote working with regular attendance at TCC
Hours:	21 hours per week – 0.6 FTE (flexible working offered) permanent
Salary:	£45,000 - £48,000 FTE (depending on experience, pro rata for 3 days a week)
Contract starts:	Mid December 2026 for handover, early January 2027 start.

Purpose of the role

The Fundraising Manager will deliver the Creighton Centre's fundraising from trusts and foundations and other grant makers, building on an established and highly successful programme of grant funding.

Working closely with the CEO and team, the postholder will identify funding opportunities, develop compelling proposals and applications, manage relationships with funders and support fundraising for the Centre's capital plans.

This hands-on role will also help diversify the Centre's income by identifying and working with the team to develop other appropriate fundraising opportunities, including corporate support, individual and digital giving and legacies.

This is a senior, hands-on role for an experienced fundraiser who is comfortable working independently and managing the fundraising process from research and relationship building through to applications, administration, monitoring and reporting.

Main responsibilities

Trusts, foundations and grant fundraising

- Lead and develop the Centre's fundraising from charitable trusts, foundations and other grant-making bodies, including funding for capital projects.
- Research and prioritise prospective funders and maintain a strong pipeline of opportunities, balancing established relationships with new prospects.

- Develop high-quality funding applications, proposals and cases for support, working with the CEO and colleagues to develop projects, budgets, evidence and outcomes.
- Manage and develop relationships with existing and prospective funders, including cultivation and stewardship.
- Work closely with the CEO to identify and pursue funding opportunities for the refurbishment and development of the Creighton Centre.
- Manage grant requirements, monitoring and reporting, and maintain accurate records of applications, decisions, income and future opportunities.

Developing other fundraising opportunities

- Identify opportunities to diversify the Centre's fundraising income and initiate or facilitate appropriate activity, including corporate and business support, individual and digital giving and legacies. *The Development Manager is not expected to be a specialist in every form of fundraising, but to identify promising opportunities and help the organisation develop them.*
- Develop practical fundraising propositions and approaches that enable trustees, staff, volunteers and supporters to contribute/lead where appropriate.
- Assist with developing relationships with businesses and other potential supporters, particularly those with connections to Hammersmith & Fulham and West London.

Planning and internal working

- Work with the CEO and trustees to develop and review the Centre's fundraising and income development plans.
- Provide accurate information and forecasts on the fundraising pipeline, applications and expected income.
- Work collaboratively with colleagues to understand the Centre's services, impact and future plans and translate these into compelling propositions for funders and supporters.
- Represent the Centre positively with funders, businesses, partners and other external stakeholders.
- Manage the administration associated with the role, including applications, funder portals, correspondence, record keeping and monitoring returns. This includes working with Finance and Team Managers to ensure budget allocations and reporting requirements are met.
- Undertake other reasonable duties consistent with the role.

Person Specification

Essential

Experience

- A strong track record of successful fundraising from charitable trusts and foundations, including securing significant grants.
- Experience of researching and prioritising prospective funders, developing high-quality applications and managing a fundraising pipeline.
- Experience of developing effective relationships with funders and managing grants through application, award, monitoring and reporting.
- Experience of working independently and taking responsibility for the complete fundraising process.

Skills and knowledge

- Excellent written communication skills and the ability to develop clear, persuasive funding proposals and cases for support.
- Strong research and analytical skills, with the judgement to identify and prioritise the opportunities most likely to deliver results.
- Excellent organisational skills and the ability to manage multiple applications, relationships and deadlines with a strong attention to detail.
- Strong interpersonal and relationship-building skills.
- Good numeracy and the ability to understand and contribute to project budgets and financial information.
- Good IT skills and confidence using AI, online application systems, databases and standard office software.

Approach

- Self-motivated, resourceful and able to work with a high degree of autonomy.
- Comfortable working in a small organisation where senior staff are hands-on and undertake their own administration.
- Collaborative and able to work effectively with colleagues, trustees, volunteers and external partners.
- Committed to the values and charitable purposes of the Creighton Centre.

Desirable

- Experience of capital fundraising.
- Experience of corporate or business fundraising.
- Experience of other forms of fundraising, such as individual or digital giving, community fundraising, events or legacies.
- Experience of fundraising within a small or medium-sized charity or for community-based services.
- Knowledge of the funding environment in London and west London.