



FUNDRAISING MANAGER

JOB DESCRIPTION & PERSON SPECIFICATION

SUMMARY DETAILS

Job title	Fundraising Manager
Location	Standing Voice UK office - London Fields, London (Hybrid working optional. Min. of 2 days a week in the office)
Hours	Full-time 5 days per week: 7 hour working day with a 1 hour lunch break. The standard working day is 9am-5pm. Flexible working hours surrounding the core hours of 10am-4pm.
Gross annual salary	£40-48k
Reporting to	Executive Director
Closing date and time	5pm on Wednesday 1st May
Interviews	May (Dates TBC)
Start date	As soon as possible after the closing date

STANDING VOICE (SV)

Standing Voice (SV) is a leading international NGO promoting the rights and well-being of persons with albinism in Africa. SV has registered offices in the UK (London), Tanzania (Mwanza) and Malawi (Lilongwe). We work holistically through our dermatology, eyecare, education, psychosocial support and livelihoods programmes to offer a wide range of support to this marginalised group for almost 20 years. The organisation holds special consultative status with Special Consultative Status with the United Nations Economic and Social Council. We receive funding from individual givers, philanthropists, trusts & foundations and multilateral agencies - including the European Union, United Nations and World Bank to deliver a wide range of innovative projects to those furthest behind.

Albinism is a genetically inherited condition resulting in melanin deficiency. This causes visual impairment and unique vulnerability to skin cancer, with the majority of people with albinism in Africa dying before age 40. People with albinism (PWA) are a violently persecuted minority in Africa. Due to misguided beliefs about the condition, people with albinism often experience social exclusion and violent abuse, with hundreds of human violations documented across Africa since 2006. The majority of PWA live rurally and in poverty unable to access healthcare, education, justice, housing & employment.

ROLE DETAILS

Standing Voice is looking for an experienced Fundraising Manager based in or near London to join our UK team. This is an exciting and challenging role in a creative and focused working environment, within an organisation with multiple programmes and funding streams across 3 countries. This position suits an ambitious and experienced fundraiser, equipped with excellent written and oral communication skills and a depth of donor management experience.

The successful candidate will report to the Executive Director and be tasked with advancing & implementing Standing Voice's Fundraising Strategy including writing grants proposals; diversifying & scaling-up the organisation's income streams; and managing donor relations and reporting. As well as working alongside UK fundraising, programmes and finance colleagues, the Fundraising Manager will work directly with our teams in Tanzania and Malawi to design and generate project proposals.

Suitable candidates will demonstrate excellent written and oral communication skills; a high level of organisation and accuracy in their work; and concrete experience of generating income through trusts and foundations, corporate partnerships, institutional donors, philanthropy partnerships, and individual giving. Employee benefits include flexible working hours, access to training, international travel opportunities, and our annual leave and pension reward policy for long term employees.

RESPONSIBILITIES

Summary of responsibilities

1. Manage and advance SV's **fundraising strategy**
2. Identify and secure **restricted and unrestricted funding** opportunities
3. Build donor relations and ensure compliance with all **funder reporting** expectations

Key responsibilities

- Lead and develop SV's Fundraising Strategy
- Identify, research and implement innovative funding methods to diversify and strengthen SV's income base
- Secure funding from a diverse portfolio of new and existing donors, including: trusts and foundations; corporate partnerships; institutional donors; philanthropy partnerships; and individual giving
- Host meetings with philanthropists and foundation directors to generate interest in SV's work and secure support

- Manage SV's grant research to maintain a database of viable funding opportunities for the organisation
- Lead the development and writing of concept notes, proposals, presentations and pitches to prospective donors
- Draft funder reports in collaboration programmes and finance teams, and manage report submissions in line with funder agreements
- Work effectively with the Head of Programmes and Partnerships and Finance Manager to collate project information, in order to enhance funding applications and reports
- Manage SV's donor management tools
- Build relationships with our donors to foster long-term partnerships
- Identify and execute funding campaigns, including our annual Big Give Christmas match funding challenge
- Track and monitor fundraising progress, trends, and insights, and provide reports to executive management and the Board of Trustees
- Recruit new staff and volunteers to the fundraising team in line with available budget
- Delegate effectively to fundraising team members, ensuring tasks are clearly defined, properly supported and well monitored
- Remain abreast of current trends in fundraising and donor interests
- Adhere to the Code of Fundraising Practice and all internal policies at SV
- Undertake any other reasonable duties at the request of the line manager

PERSON SPECIFICATION

Specification		Essential	Desirable
Qualifications	Master's degree in a related field (International Development, Fundraising, English literature)		X
	Undergraduate degree in a related field (Such as international Development, Fundraising, English literature)	X	
Skills and Knowledge	Excellent all-round writing ability using Microsoft Word and other word-processing software	X	
	Ability to write persuasive funding proposals and reports to a high and consistent standard	X	
	Comfortable working with budgets and financial information	X	
	Good grasp of Microsoft Excel for numeracy and for developing workstream planning tools	X	
	Ability to write persuasive content for individual giving campaigns	X	
	Exceptional relationship development and people management skills	X	
	Ability to present project information clearly, concisely and persuasively using Microsoft PowerPoint	X	
	Good knowledge of a range of strategy and evaluation methodologies (e.g. Theory of Change and outcomes tracking tools)		X

	Highly organised with an ability to manage multiple work streams and meet deadlines	X	
	Knowledge of funding opportunities and contacts	X	
	Fluency in English	X	
	Proficiency in French		X
Experience of	Working in a fundraising role for a charity (3+ years)	X	
	Securing 6-figure grants	X	
	Designing and managing fundraising campaigns		X
	Working with datasets		X
	Managing staff and volunteers		X
	Pitching to prospective donors through presentations and face-to-face meetings	X	
	Networking with high value donors		X
Demonstrable Personal Values	Hosting meetings with prospective funders	X	
	Empower and inspire; be passionate and dedicated; be compassionate and caring; treat others with respect, dignity and sensitivity	X	
	Be dynamic and motivated to develop professionally	X	
	Act at all times with a high degree of integrity and transparency	X	
Other requirements	Have the right to work in the UK	X	
	Be able to work a min. of 3 days a week in the UK office (London Fields, London)	X	

APPLY

If you wish to apply for this position, please submit the following by 5pm on Wednesday 1st May 2024 via the recruitment platform:

1. CV
2. Contact details for 2 referees (your referees must have known you for more than 6 months and either be a current or former employer, or lecturer)
3. Cover letter (1 page maximum) demonstrating:
 - why you are interested in this position
 - why you consider yourself to be a suitable candidate, with reference to previous experience

Please note that SV is only able to employ those who have the pre-existing legal right to work in the UK. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore please submit your application as early as possible.