



## Job Description – Fundraising Manager

**Role:** Fundraising Manager

**Location:** flexible – either working from the office in Kingston or hybrid or working from home - to be agreed

**Hours:** 21 hours per week (including paid half hour lunch break)

**Salary:** £45,000 per annum permanent (pro rata £27,000)

**Leave:** 26 days per annum plus bank holidays

**Responsible to:** Director

**Staff reporting:** Line management of the Partnership and Digital Marketing Co-ordinator

### About Refugee Action Kingston

Refugee Action Kingston (RAK) is dedicated to helping the successful integration of refugees and people seeking asylum into the local community. With over three decades of experience, we provide a holistic service which includes advice on welfare, benefits and immigration, alongside education, counselling, and career guidance.

In 2023/24 we supported 2,036 people:

- 1,171 clients accessed advice and advocacy services, including immigration advice
- 305 accessed ESOL classes
- 250 children supported through after school and family support services
- 61 people supported through our counselling service

This is an exciting time to join RAK at the start of the new fundraising strategy for 2024-2028. RAK currently has a successful grant fundraising programme through a selection of statutory bodies, trusts and foundations, and recognises the need - and opportunity - to broaden and diversify the income generation streams. The strategy therefore looks to build on existing strengths within the organisation to increase other income streams through corporate support, individual giving, major donors and social media fundraising campaigns alongside maintaining and developing our trusts and foundations funding.

Our new Director, Elli Free, has 25 years' experience supporting people seeking asylum and substantial fundraising experience. Elli is looking forward to working collaboratively with the new Fundraising Manager to ensure RAK sustains its work in Kingston and reaches into neighbouring boroughs.

## What we can offer you

- Work in a highly respected organisation punching above its weight – providing quality support to over 2,000 individuals and families a year
- A friendly and supportive environment, with an experienced team of professional teachers, counsellors, solicitors and advisers working to quality standards
- A collaborative approach to meeting fundraising targets working with our new Director and Partnership and Digital Marketing Coordinator
- Hybrid work or remote working according to your need on a £45k FTE regardless of location
- Flexible part-time working hours with a paid half hour lunch break included
- A committed community in Kingston that supports RAK through volunteering, sharing information about our work and donations
- Real potential for fundraising growth and a clear and deliverable strategy already in place
- Training and development opportunities

## Purpose of the role

As Fundraising Manager, you will lead the fundraising functions of the charity to generate income, meet organisational targets, and ensure development opportunities are effectively maximised. Working with the Director and programme teams, you will develop and write competitive bids, growing capacity and securing income for 24/25 and beyond. We are focused on multi-year bids and opportunities that deliver the best outcomes for our client community. As a client-led organisation, we strive to meet the needs of our clients and deliver impact-focused programmes.

The Fundraising Manager will have proven experience of successful grant writing and demonstrate a track record of fundraising achievements across multiple income streams.

## Main areas of accountability

### Fundraising - general

- Writing and submitting bids, tenders and proposals to ensure income targets are met in line with performance objectives.

- Responsibility for the development and the implementation of RAK's Fundraising Strategy, in line with organisational strategy and resources.
- Providing stewardship to existing donors and supporters to maximise income and ensure long-term funding relationships.
- Contributing to the monitoring and evaluation of the impact of the services provided at RAK

### Trusts and Foundations, Statutory Funding

- Securing regular income by producing and submitting appealing fundraising applications to trusts and foundations as well as statutory funding.
- Researching, monitoring, and identifying new funding opportunities for the development of existing or new services and organisational capacity.
- Reporting to funders in line with funding criteria, objectives and the specified outcomes conditional to the funding.

### Individual Giving

- Ensuring that donations are acknowledged in an appropriate and timely manner in line with the stewardship policy.
- Managing the charity's supporter database and online donations.
- Developing an excellent supporters' journey via digital means and channels.
- Preparing appealing fundraising campaigns and cases for support to the general public.
- Working with the Partnership and Digital Marketing Co-ordinator to maximise income from social media channels and other digital channels.
- Keeping up to date with professional best practice and recent trends, identifying developments that impact the organisation, and sharing knowledge appropriately across teams and departments.

### Corporate Giving

- Leading the expansion of RAK's corporate giving initiatives, identifying and developing opportunities for engagement, and achieving the corporate income target.
- Managing the Partnership and Digital Marketing Coordinator, whose primary focus is on corporate giving

## General Duties

- Undertaking any other related duties as required and appropriate to the role.

All posts working for RAK require an understanding of the needs of people who are seeking asylum and those with refugee status. In addition, we require a strong commitment to equality, diversity and inclusion from anyone who works for us.

## **Person specification**

We are looking for a candidate who can demonstrate the following skills and experience:

### Essential

- Significant fundraising successes, preferably across different income streams
- Persuasive written and spoken communication skills
- Experience and competent use of fundraising CRM system
- A strong track record of achieving established targets and KPIs
- Excellent leadership and management skills
- Experience of delivering effective stewardship for a variety of stakeholder audiences
- A track record of managing budgets, complex report writing and data analysis
- Knowledge and experience of using digital fundraising tools and resources to maximise fundraising income
- Good time management skills including good sense of priorities and project development timelines
- Knowledge of the regulatory frameworks for fundraising activity for charities in the UK
- Commitment to working within an equality and diversity framework

### Desirable

- Understanding of the challenges faced by those seeking refuge in the UK, and a commitment to assisting the integration of clients into the local area
- Experience of developing and building high-value partnerships
- A track record of managing budgets

## Our workplace

We want RAK to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thought.

Our values are clearly set out in our strategy [RAK Strategy 2023-28 \(squarespace.com\)](#)

RAK is an equal opportunities employer. We are committed to recruiting staff, trustees and volunteers who reflect the communities we serve and the wider community of London where we live and work. We particularly welcome applications from people: from Black, Asian and other minority-ethnic communities; refugee and migrant backgrounds; LGBTQ+ communities; with disabilities; and neurodiverse communities.

Asking for adjustments - RAK is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making changes for neurodiverse people, people with disabilities or long-term health conditions. If you would like us to do anything differently during the application, interview, or assessment process, including providing information in an alternative format, please use the message function to get in contact or email [admin@refugeeactionkingston.org.uk](mailto:admin@refugeeactionkingston.org.uk).

RAK is obliged to comply with the Asylum and Immigration Act (1996), and this requires certain documents to be presented by candidates before an offer of employment can be made. If you are invited to interview, we will ask you to bring these documents with you. For jobs which involve, for example, working with, or having access to children and/or vulnerable adults and their records, we will require an Enhanced Disclosure from the Criminal Records Bureau and need to have information from you regarding any previous, existing, or pending convictions or cautions. This will form part of the recruitment process if you are successful after interview.