

Fundraising Manager Recruitment Pack

Job Title	Fundraising Manager
Salary	£33,000 - £38,000 pro rata
Contract Type	Permanent
Hours	21 hours per week - with some evening and weekend when required.
Responsible to	Farm Director

About the Role:

This is an exciting opportunity to join one of London's leading city farms and play a key role in providing opportunities, education, and training to the local community and beyond. As a small yet growing charitable organisation, this also offers candidates an opportunity for personal and professional growth.

Vauxhall City Farm turns 50 in 2027, and you will join a team that is skilled, committed, enthusiastic and future focused. This is a key role that will be supported directly by the Farm Director and will lead in the growth and development of our income streams, enabling the organisation to continue delivering our mission to our community.

Main Purpose of the job

To lead the development of VCF's fundraising strategy, with a view to securing funding from Trust and Foundations, statutory sources, corporate giving, individual donations and legacies. Capitalising on the fundraising potential of any events and activities taking place while maintaining accessibility to our local community.

Main Responsibilities

1. Manage and steward an existing pipeline of funders, including Trusts and Foundations, High Net Worth individuals, Corporate Donors, individual givers and supporters.
2. Research, develop and apply for a pipeline of funders from Trusts, Foundations, government and statutory funding sources.
3. Develop corporate and major donor relationships, produce and submit expressions of interest and donor reports.
4. Increase and develop our individual giving programme.
5. Represent The Farm at networking and other events related to fundraising or partnership development.
6. Oversee compliance with all funding requirements, deadlines and financial reporting in collaboration with the team and Farm Director.
7. Attract, build and secure funding for the future of Vauxhall City Farm, capitalising on the 50th Anniversary celebrations and giving campaign.

Key tasks

Trust and Grant-Making Bodies

- Build on relationships with existing Trust and Foundation supporters, writing reports to meet deadlines and submitting further applications for funding.
- Lead on managing, identifying and approaching Trusts and Foundations that have not previously supported VCF's work, building on an annual calendar of key prospects.
- Write tailored applications, addressing grant-making priorities or requirements as specified by individual Trusts and Foundations.
- Develop and maintain reporting and application systems and co-ordinate information with project/programme managers.
- Ensure appropriate, accessible and practical monitoring and evaluation systems are put in place where funding requires, and support in the collection and analysis of data.

Corporate Support

- Work with the Farm Director to steward and develop existing corporate partnerships and identify and develop new ones.
- Increase take-up of employee payroll giving schemes across companies and corporates.
- Investigate and apply for Charity of the Year Opportunities.
- Capitalise on our existing corporate challenge programmes, working with the team to offer wrap around opportunities and/or follow up work to develop new, long-term relationships.

Individual giving/ Legacies and other opportunities

- Look into ways of stewarding donor relations with existing individual donors and those donating through our 50th anniversary appeal, to engage them further with the farm.
- Capitalise on the 50-year anniversary to develop a legacy programme (potentially with expert consultancy).
- Continue to steward our individual major donors and supporters.

General/Management

- Support processes and systems to ensure all VCF material shared with funders is of a good quality.
- Assist project/programme managers to develop work plans and allocation of grant expenditure to ensure compliance with donor requirements.
- Maintain organised and accurate records/database of all fundraising information including potentially transfer of information into a CRM.
- Research new funding initiatives and ideas to support areas for growth for our fundraising.
- Participate in the day-to-day work of the organisation – such as reporting, attending team and Board meetings as required, and taking a flexible approach to general administrative and support tasks.
- Work closely with the Farm Director and Finance Manager in the preparation of annual income budgets and reports against them.
- Participate in staff appraisals and appropriate training for the role.

Communications/Events

- Contribute to the drafting and production of the Annual Review and Newsletter.
- Work with the Marketing Manager to ensure the website fundraising and communications information is up to date.
- Support all events to capitalise on fundraising opportunities.
- Collate case studies, photographs and information from the Farm.

Volunteers

- Recruit, induct and supervise volunteers as required to support the fundraising function.

Person Specification

- Demonstrable experience of more than 5 years with Trusts and Foundations, with a good knowledge of opportunities and challenges.
- Proven record of successful applications for substantial funding (up to 6 figures) from trusts and foundations, statutory, governmental and other grant-making bodies.
- Experience of securing funding through corporate partnerships.
- Demonstrable ability and passion to develop relationships with trusts, donors and corporate partners (including in person).
- Proven ability to recruit and steward individual donors.
- Experience of researching funding opportunities from all sorts of funding streams.
- Working within a charitable environment.
- Excellent communication skills – both written and oral, and the ability to inspire confidence and enthusiasm.
- Ability to demonstrate initiative, be a self-starter and work well under pressure.
- Ability to understand and generate budgets.
- Strong time management and organisational skills with an ability to prioritise own work, attend to multiple assignments and pay attention to detail.
- Able to work as part of a small team on different projects.
- Ability and willingness to travel for work.
- High standard of computer literacy (Excel, Word, Power Point, Canva and the internet).
- Willingness to work occasional evenings and weekends as required.

How to apply

To apply for the **Fundraising Manager** position visit Charity Job:

<https://www.charityjob.co.uk/jobs/vauxhall-city-farm-/fundraising-manager/1077912?tsId=8>

Closing Date: Tuesday 18th August at 5pm.

We anticipate interviews taking place the week beginning 1st September 2026 with a start date of ASAP.

Employment requirement

The post holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this. As the role requires close working with children/young people the post holder will be subject to an enhanced Disclosure and Barring Service clearance on appointment as well as two referees.

Terms and conditions

- **Location:** Vauxhall City Farm, 165 Tyers Street, London SE11 5HS
- **Hours:** 21 hours per week (3, 7 hours days/week with 1 hour unpaid lunchbreak).
- **Length of contract:** Permanent
- **Probation period:** 3 months

By applying for this vacancy, you consent to the safe storage and handling of any personal data you have provided us with. We will never share your data with a third-party without your consent. You can request the removal of your data at any time, by emailing info@vauxhallcityfarm.org