

Job Title: Fundraising Manager

Location: Home-based, with regular attendance in Oxford and across Oxfordshire for meetings and events as required

Hours: Full-time (35 hours per week)

Salary: £40,000

Employee Benefits: 5% employers pension contribution, cashback healthcare scheme, cycle to work scheme, employee assistance programme, 5.8 weeks annual leave and flexible working arrangements.

Contract: Permanent

Reports to: CEO

Responsible for: Fundraising & Communications Coordinator; volunteer advisor on HNWI philanthropy; volunteer community fundraisers

About The Gatehouse

The Gatehouse is a community-based charity in Oxford that provides support for adults experiencing homelessness or who are vulnerably housed. We offer a safe space, practical support, and emotional care to help individuals rebuild their lives, develop stability, and move forward with dignity.

Purpose of the Role

The Fundraising Manager will lead and deliver the Gatehouse's fundraising and communications strategy, ensuring sustainable income growth and strong community engagement.

This is a senior leadership role and part of the Senior Management Team (SMT), contributing to organisational strategy, culture, and decision-making.

The postholder will lead a small but growing function, line managing the Fundraising & Communications Coordinator, working alongside a volunteer advisor on HNWI philanthropy, and developing a network of volunteer community fundraisers.

Three key priorities for this role will be the development of corporate partnerships, strengthening income from grants, and increasing long-term donations through Gifts in Wills to reach a target income of £600,000 per annum.

Key Responsibilities

1. Strategic Leadership

- Develop and implement an integrated fundraising and communications strategy aligned with organisational priorities
- Contribute to organisational planning and leadership as a member of the SMT
- Identify and develop new, sustainable income streams, with a particular focus on corporates and community fundraising
- Ensure all activity reflects the Gatehouse's values and trauma-informed approach

2. Fundraising (Income Generation)

Corporate Partnerships (Priority Area)

- Develop and deliver a proactive corporate fundraising strategy
- Identify, secure, and grow partnerships with local and regional businesses

- Create meaningful engagement opportunities (e.g., CSR partnerships, sponsorship, employee fundraising, volunteering)
- Steward and retain partners to maximise long-term income and impact

Community & Volunteer Fundraising

- Develop and support a network of volunteer community fundraisers
- Create toolkits, guidance, and support to enable successful fundraising activities
- Build strong relationships with local individuals, groups, and supporters
- Ensure excellent stewardship, recognition, and supporter experience

Grants & Trusts

- Oversee grant applications, reporting, and relationships with funders
- Ensure a strong pipeline of funding opportunities

Individual Giving & Campaigns

- Grow individual giving, including regular donors
- Lead fundraising campaigns and appeals
- Manage sponsored events (e.g., Bike Oxford, Oxford Half Marathon)
- Further expand programmes promoting donations through Gifts in Wills

Philanthropy

- Work collaboratively with the volunteer advisor on HNWI philanthropy to grow major donor income
- Support the identification, cultivation, and stewardship of high-value supporters

3. Communications & Engagement

- Lead and deliver the Gatehouse's communications strategy
- Oversee digital channels, campaigns, website, and publications
- Ensure consistent messaging, tone, and brand identity
- Develop compelling storytelling that reflects the experiences of people supported by the Gatehouse
- Use communications to strengthen fundraising and supporter engagement

4. Team & Stakeholder Management

- Line manage and support the Fundraising & Communications Coordinator
- Work collaboratively with the volunteer fundraiser to ensure aligned priorities
- Support and enable volunteer fundraisers to succeed
- Build a positive, inclusive, and high-performing team culture

5. Systems, Monitoring & Reporting

- Oversee CRM/database systems and ensure data quality and GDPR compliance
- Manage online payment and fundraising portals
- Monitor fundraising performance, income, and KPIs
- Provide regular reports to the CEO and Board
- Support financial planning, income forecasting, and budgeting
- Check fund allocations are administered appropriately.

6. External Relations

1. Act as an ambassador for the Gatehouse
2. Represent the organisation at meetings, events, and networking opportunities
3. Build relationships across the charity, business, and community sectors

7. Senior Management

As a member of the Senior Management Team (SMT), the postholder will contribute to the overall leadership, direction, and sustainability of the Gatehouse, taking collective responsibility for the organisation as a whole.

- Work collaboratively with other SMT members to develop and deliver the organisation's strategic priorities.
- Deputise for the CEO.
- Contribute to organisational decision-making, ensuring a whole-organisation perspective beyond the remit of fundraising and communications
- Support a positive, inclusive, and values-led organisational culture
- Share responsibility for organisational performance, risk management, safeguarding, and compliance, including adherence to relevant legislation in areas such as Data Privacy and fundraising.
- Contribute to business planning, budgeting, and resource allocation across the organisation
- Act as a role model for leadership, embodying the values and ethos of the Gatehouse
- Support cross-organisational working and effective communication between teams

The postholder will be expected to take a flexible and collaborative approach and, as part of a small organisation, contribute to wider organisational priorities where required.

Other duties:

The duties and responsibilities outlined above are not exhaustive. The postholder may be required to undertake other duties appropriate to the role, as reasonably requested by the CEO.

Person Specification

Essential

- Proven experience in fundraising across multiple income streams
- Experience developing and delivering fundraising strategies
- Experience working with or supporting volunteer or community fundraisers
- Strong communication, storytelling, and engagement skills
- Experience managing staff or leading projects
- Excellent relationship-building and networking skills
- Strong organisational and project management skills
- Commitment to the values and mission of the Gatehouse
- Willingness to work flexibly, on occasion outside of normal working hours, both in evenings and at weekends.

Desirable

- Experience in the homelessness or community sector
- Experience working with freelancers or consultants
- Knowledge of CRM systems and data management
- Experience securing and managing corporate partnerships
- Experience of Wordpress, Canva, social media sites, Excel and IT programmes in general
- Experience of major donor/philanthropy fundraising
- Experience working in a small charity environment

Benefits

- 5% employer pension contribution
- Cash-back healthcare scheme
- 28 days annual leave entitlement
- Flexible, home-based working with local travel
- Opportunity to shape and lead a key strategic function
- Be part of a committed, values-driven team making a real difference in Oxford

Additional Information

The Gatehouse is committed to equality, diversity and inclusion. We warmly encourage applications from people with lived experience of homelessness and from diverse backgrounds.