

Job Description

Job title:	Fundraising and Relationship Manager
Reports to:	Chief Executive
Hours:	Part time 17.5 hours per week
Salary:	Full time equivalent circa £45,000 per annum - £22,500 for 17.5 hours per week
Contract:	Permanent
Leave:	Pro rata based on full time (35 hours) which is 30 days per annum plus bank holidays plus extra leave between Christmas and New year
Pension:	5% employer contribution

About RCJ Advice

RCJ Advice - Citizens Advice & Law Centre is a unique, independent charity, based originally out of the Royal Courts of Justice in central London, providing a number of local and national services.

Over the past 45 years we have grown and developed our work as a very different Citizens Advice, and in December 2023 we became an accredited Law Centre, part of the Law Centres Network.

Initially set up to help people with a court case at the Royal Courts of Justice who couldn't afford legal advice, we have expanded to provide advice and support services to people both locally and across England and Wales.

In addition to legal advice, we recognise the need to provide wider advice and support services for people before, during and after the legal process.

Purpose of the Role

This vital, new role provides an excellent opportunity to help shape and deliver our approach to fundraising and relationships with a wide range of supporters, helping to ensure RCJ Advice can continue to support people get the help they need, often in times of crisis.

Reporting directly to the Chief Executive, you will use your experience and expertise to engage and energise a range of individual and corporate supporters.

We have a small core team, with the majority of our funding used to run our front-line services. We also have external Trusts and Foundations fundraiser, and the role will work together with the Chief Executive to bring in volunteers to support our work to be able to do more. This role will suit someone who has an entrepreneurial approach, able to work on their own, with opportunity to take the role forward in different ways based on what works. There may be scope to increase the working hours in the future subject to funding.

Key Responsibilities

- Identify and engage potential individuals and corporate donors - in particular law firms and those working with law firms - who can support the work of RCJ Advice.
- Develop and steward relationships, understanding their needs and how this links to the mission of RCJ Advice, fostering long term relationships.
- Set up, meet, and follow up approaches to people and companies, working closely with the CEO.
- Develop new, creative, and compelling stories about the organisation and the people we help, which can be used for a range of communications and fundraising activity.
- Help maintain our profile as a leading provider of both legal advice and related support who can't afford a lawyer and would otherwise not be able to access justice
- Working with the team and finding pro bono /volunteer external support e.g. experts in graphic design, video; develop compelling written material and multimedia content.
- Build a knowledge of the legal world, it's people, communities, CSR, pro bono, and more, in order to understand how this links with the work of RCJ Advice.
- Ensure all current stakeholders and supporters are properly stewarded and communicated with, and that they receive relevant information about the impact of their existing support and maximising opportunities for further support.
- Support colleagues to identify, collaborate, develop and make best use of fundraising and relationship opportunities, engaging with colleagues and volunteers
- Assist in the writing of communications with our supporters
- Support colleagues in the identification of and production of case studies, telling personal stories using methods which are comfortable for the individual sharing,

and will have impact and create resonance. Shape existing personal stories and feedback for sharing in public domain, ensuring proper consent is given.

- Maintain a high professional standard, keep abreast of relevant issues and continue to further personal and professional development.
- Research and identify new audiences who may wish to support RCJ Advice
- Build support from volunteers in our fundraising work, ensuring they feel valued, informed, and engaged.
- Ensure we comply with all regulations and best practices in relation to charity fundraising and communications.
- Contribute to the delivery of our mission and champion our core values.

This list of responsibilities is neither exclusive nor exhaustive as the post holder may be required to undertake other duties and responsibilities commensurate with the nature of this role.

Person Specification

- A proven track record of developing individual giving and corporate relationships, leading to successful outcomes.
- An excellent networker, capable of developing and cultivating relationships with people from a wide variety of backgrounds.
- Experience in cultivating new relationships.
- Great interpersonal skills and the ability to communicate confidently and create meaningful relationships with senior colleagues, stakeholders, partners, current/potential donors etc.
- Ability to craft compelling communications stories – written, multimedia and face to face.
- An entrepreneurial, proactive, and delivery-focussed approach to your work, with drive and motivation towards the achievement of targets.
- Experience of getting support from volunteers or companies to get time and expertise on a pro bono basis to support what we are doing.
- Ability to manage multiple, competing demands while also being flexible and adapting to the changing needs and priorities of RCJ Advice.

Working Hours

The post-holder will be expected to manage their own time and hours across the working week.

While the location of the role is our head office at the Royal Courts of Justice, how the person manages their working hours and location is flexible, including working from home, and engaging with staff, volunteers and the companies we work with in London and possibly other areas of England & Wales.