



Senior Fundraising Manager

APPLY NOW



OUR MAIN VALUES

Over at IMO, our values are important to us in ensuring that the work environment is a fair and enjoyable place to be. Our team takes pride in representing these values through their decisions, actions and responsibilities in their day to day life. **Our values include:**



Passion



Respect



Accountability



Teamwork



Knowledge



Action



Equality and
Diversity



Job Overview

Job Title: Senior Fundraising Manager

Department: Fundraising Team

Responsible to: Chief Executive

Place of work: Hybrid working with a regular presence required at IMO HQ

Hours of work: Up to full time, flexible working options available

Period of contract: Permanent

Annual Leave: 25 days plus the normal 8 bank/ public holidays

Salary: £35k - £43k

Benefits:

- 25 days plus 8 bank holidays
- Flexible working arrangements
- Pension Scheme
- Sick pay
- Internal staff well-being group to support staff welfare
- Personal development opportunities
- Free staff parking
- Health Benefits




"Inspire, Motivate, Overcome"

Role Overview

This is an exciting opportunity for an ambitious fundraiser to play a central role in establishing IMO's fundraising function, at a pivotal time of growth. Reporting directly into the Chief Executive, you will bring a strong track record of successful fundraising and share IMO's passion to improve the resilience and quality of life of the communities we serve. We are looking for a driven individual who can work flexibly across a number of income streams, bringing a high level of transferable skill in key areas of prospect research, compelling writing skills, and embedding core systems and processes.

This role offers strong scope for progression into the senior management team for the right person, and to drive the ongoing implementation of the fundraising strategy.



"As a grass roots charity, we have been supporting the vulnerable and deprived adults and young people of Blackburn with Darwen. Over the years, we have seen many barriers and challenges the local community are facing. We aim to ensure that we are targeting these issues to help people be inspired, motivated and to help them overcome any situation."

Mohammed Sidat (CEO)

KEY RESPONSIBILITIES

- To support the Chief Executive in achieving IMO's income targets, building a sustainable and diverse funding portfolio
- To write high quality funding applications, donor communications and briefing documents, articulating a compelling case for support, tailored to funder motivations and priorities
- To lead on prospect research, conducting research to qualify prospects and prioritise approaches, in-line with the agreed strategy and mission
- To maintain a pipeline of risk-adjusted income, to include secure income, renewals, warm and cold prospects, and prioritise workload accordingly to maximise conversion
- To work closely with programme and delivery colleagues in developing new projects which allow the charity to extend reach and impact, aligned with available funding streams
- To work with the Chief Executive and other key staff to ensure that robust systems and processes are embedded and adhered to, ensuring fundraising compliance and capturing all required data points for administration, stewardship and performance reporting
- To manage an individual portfolio of funders as agreed with the Chief Executive, delivering a seamless journey and maximising opportunities for multi-year relationships
- To support senior colleagues in external fundraising activities, increasing internal capacity and providing tools and resources to support pitching and stewardship
- To manage the reporting schedule, collaborating with internal colleagues to ensure funder reporting requirements are met, on time, and to a high standard
- To work with the Chief Executive and other senior colleagues to ensure fundraising, delivery and impact activities are aligned
- To support the Chief Executive in statutory fundraising opportunities such as competitive tenders for local authority, central government and NHS contracts/grants, including use of e-tendering platforms
- To support the Chief Executive and Board of Trustees in developing and stewarding a network of major donors, alongside growing individual donors through events and campaigns
- Network to stay ahead of the latest trends and developments in fundraising, including use of AI in extending fundraising capacity
- To undertake continuing personal development as per agreed areas identified within 121's and appraisals.

PERSON SPECIFICATION

- A proven track record of successfully raising funds from either trusts, foundations, corporate or statutory sources is essential
- Fundraising qualification or relevant is desirable
- Genuine passion for IMO's work and values
- Creative thinker who can work flexibly in order to hit income targets
- Strong collaboration skills to bring relevant internal stakeholders together to create fundable projects and scope out financial and operational requirements
- Ability to develop and maintain detailed knowledge of IMO's diverse delivery portfolio and impact
- Strong relationship development and management skills to grow and retain funding
- Good research skills and the ability to analyse and synthesise data quickly
- Resilient, comfortable with working to a healthy level of pressure within a supportive environment
- Highly productive and able to balance quality with pace
- Strong and persuasive written communication skills with excellent attention to detail
- Excellent interpersonal and presentation skills
- Initiative and ability to work well unsupervised or when working remotely
- Organised, with a sound level of administrative skill
- Able to develop fundraising knowledge and confidence in other IMO colleagues
- Excellent working knowledge of Microsoft Word, Excel and PowerPoint is essential.

Safeguarding Recruitment:

IMO Charity is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK. The successful applicant can expect to have their personal information entered on to a Single Central Record, which will be shared governing bodies and organisations where applicable.

The person appointed to this post will have contact with vulnerable young people and adults. Therefore, the post holder will require an enhanced Disclosure Barring Service check.

Equality & Diversity:

As we are a diverse charity that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance we welcome all applications. We want everyone to feel valued and included in the IMO Charity and to achieve their full potential. IMO Charity is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

To Apply

Please send your CV and a cover letter to hr@imocharity.org by **Wednesday 30th April 2025**.

Your CV should include the names and contact details of two referees. It should also include your notice required from an existing employer.

Please thoroughly read through this document before applying as it contains the person specification. Your cover letter should specifically address your qualities and attributes, which should be linked to the duties and key responsibilities.

Finally, appointment to this role is subject to satisfactory references and DBS clearance.

For an informal discussion with the **Chief Executive**, call **Mohammed Sidat** on **01254 781310**.