

Head of Fundraising and Communications Job Description *Jobshare*



Job Title	Head of Fundraising and Communications
Reports to	Chief Executive
Hours	3 days 0.6
Salary	Actual £27,000
Annual Leave	FTE = 35 days plus BH Pro rata for Part Time 0.6 employment = 21 days
Direct reports	Fundraising Officer Volunteers Freelance Consultants
Probation	6 months (from date of Start of Continuous Employment)

Role Purpose: To develop and implement the Centre’s mixed fundraising programme for all Centre activities and core costs, building on the programme currently in place, totalling around £500,000 per annum.

Main responsibilities

1. To lead on fundraising activity including:
 - Developing the Centre’s fundraising strategy with a focus on sustainable funding including grants from small trusts, multi-year grants, further developing individual donor, community partnership and corporate income
 - Developing bids to both large and small charitable trusts
 - Grants management, including reporting to funders, overseeing project management and evaluation processes
 - Fundraising management including maintaining the fundraising portfolio and supporting budget planning
 - Lead on developing relationships with funders including corporate partners and community partners
 - Lead on appropriate communication with individual donors, including producing a termly newsletter
 - Further developing and delivering appropriate monitoring and evaluation processes
 - Supporting development of new projects in line with the strategic plan

2. To contribute to the direction and monitoring of the Centre’s strategy for growth under the direction of the Chief Executive and Trustees.

3. To oversee external communications including the website, social media, promoting the Centre through other media and writing the annual report.

4. To lead on fundraising events and other fundraising initiatives where required.

5. To line manage the Fundraising Officer

Person Specification

Experience		
	Demonstrable experience of managing corporate partnerships	Essential
	Demonstrable experience of managing individual and community donors	Essential
	Demonstrable experience of writing high quality applications and securing funding from a range of funders	Essential
	Experience of organising and supporting fundraising events	Essential
	Experience of working in partnership and/or collaboration with other organisations	Essential
	Experience of building relationships with potential funders	Essential
	Experience of monitoring funding bids and reporting to funders	Essential
	Experience of working within the charity, human rights, refugee sector	Desirable
	Experience of working with the media	Desirable
	Experience of updating websites and social media management	Desirable
	Experience of developing a fundraising strategy	Desirable
Skills		
	Excellent at building, managing and maintaining relationships with funders and donors	Essential
	Excellent fundraising event organisation	Essential
	Strong ability at writing funding applications	Essential
	Excellent verbal and written communication skills	Essential
	Ability to respond strategically to the external environment	Essential
	Strong administrative and organisational skills	Essential
	Creative approach	Essential

	Research skills: Researching and devising strategies, as well as spotting and taking advantage of donation opportunities	Essential
	Budgeting and income management skills	Essential
Islington Centre Aims and Objectives		
	Strong understanding and empathy for the issues faced by refugees, asylum seekers and migrants.	Essential
	Commitment to fulfilling the organisation's strategic objectives.	Essential
	Understanding of the challenges and opportunities of working in a small charity.	Essential
	Understanding of best practice in working with vulnerable people and commitment to working within the organisation's Safeguarding policy.	Essential
	Commitment and understanding to actively promoting the principles of equal opportunities.	Essential