



Head of Fundraising

The Race Equality Foundation is a registered charity which tackles racial inequality to improve the lives of Black, Asian and minoritised ethnic communities. We believe that everyone should be provided with the opportunities to flourish. We do this by exploring what we know about discrimination and disadvantage, using that knowledge to develop interventions that will overcome barriers and promote equality, and disseminating this knowledge and good practice through training, conferences and written material.

The Foundation has delivered change through a range of ground-breaking projects. These include:

- the evidence-based Strengthening Families, Strengthening Communities (SFSC) parenting programme;
- the pioneering research and policy projects which explore the lived experience of Black, Asian and minoritised ethnic people, from the lives of young people with a disability to older people living with dementia, to the impact of climate change; and
- partnerships with other voluntary and statutory organisations, as well as universities.

We continue our efforts to progress race equality through demonstrating what is possible. An example is our work on improving blood pressure testing by African and Caribbean men through the use of community facilities such as barber shops. Another is our Race Equity Collaboratives' work that identified the impact of COVID and set out what needs to be done to ensure race equality is addressed in recovery.

We also intervene in national debates impacting Black, Asian and minoritised ethnic communities, as seen through our work on mental health and with the Covid-19 inquiry and the Independent Inquiry into Child Sexual Abuse.

We are based in London with a national remit. The Foundation is led by the CEO, Jabeer Butt, OBE, with a team of 40 staff and 12 freelance workers. The Foundation has a Board of Trustees and is chaired by Karin Woodley CBE.

Job Description

This is a fantastic opportunity for an experienced fundraiser ready to lead and shape the Foundation's Fundraising function at a growing, well-established charity.

The Foundation operates in a complex, fast-moving environment – spanning research, policy, programme delivery and fundraising – and this role sits at the centre of it, working closely with the Chief Executive and the SMT to lead the Foundation's major grants strategy and drive significant growth in Trust and Foundation income.

We are looking for someone with a strong work ethic and a genuine commitment to the Foundation's mission, who is energised by complexity, and who brings a solutions-first mindset to ambiguous or competing demands. This role requires sound judgement about priorities: high-value, strategic applications and bids come first; relationship-building and smaller applications, while valuable, are secondary but still under their remit.

You will represent the Foundation in public, government and funder-facing spaces, often providing context on the Foundation's multi-pronged approach and its broader mission to end racism and inequity in the UK.

You will have responsibility to identify, prioritise and pursue new major funder relationships, lead on high-value, multi-year proposals, and represent the Foundation's fundraising function at a senior level, internally and externally.

Key Responsibilities

Fundraising

- Lead the identification, research and contact of new funders likely to support the Foundation's work, driving growth in Trust and Foundation income; taking relationships from first contact through to secured, multi-year income
- Proactively ideate and shape new proposal concepts and funding priorities, working with programme and senior colleagues to turn ideas into fundable projects
- Lead the coordination, drafting and quality assurance of complex bids, tenders and grant applications, prioritising high-value multi-year proposals
- Lead the development of financial information, budgets and due diligence data for major funders, working closely with the Finance and Operations team
- Brief and update the Chief Executive and SMT on fundraising strategy, pipeline and risk
- Set and report against fundraising KPIs and income targets
- Maintain and apply up-to-date knowledge of fundraising legislation and best practice, briefing colleagues where relevant

Strategy

- Support the Chief Executive and SMT on the design and implementation of organisational strategy, including, but not limited to, fundraising strategy, operational planning and organisational structure
- Strategise the development of new projects and funding proposals, ensuring they meet key organisational and funder criteria before significant time is invested

Project Mobilisation

- Support the mobilisation of funded projects, moving work from proposal/award stage into delivery, including briefing project staff on new projects and ensuring smooth delivery
- Coordinate with project staff, Communications, Operations and the SMT to ensure a smooth and timely transition into delivery

Relationship Management

- Lead senior-level relationships with existing and prospective major funders, including funder engagement plans and account management for significant, multi-year awards
- Lead impact reporting strategy and quality across the funder portfolio
- Collect and collate monitoring and evaluation frameworks that demonstrate grant impact credibly to funders
- Represent the Foundation at senior funder meetings, events and sector networks - including public or Government-facing events

Communications

- Work with the SLT to shape unified funder-facing messaging and strategy
- Lead communication with funders, commissioners and major donors at a senior level
- Ensure fundraising communications are current, compelling and aligned to organisational priorities

General Responsibilities

- Manage own administrative workload, including diary management, correspondence, record-keeping and reporting (*there is currently no dedicated administrative or fundraising support role, so the postholder is expected to be fully self-servicing*)
- Own fundraising systems and records, ensuring accuracy and usability
- Lead ongoing improvement of fundraising processes and infrastructure
- Keep abreast of, and contribute strategically to, the overall work of the Foundation
- Participate in supervision and annual appraisal; support own and others' professional development
- Comply with corporate policies and procedures

Person Specification

Essential

- 3+ years' successful fundraising experience, including leading prospect research, cultivation, funder relationship management, and proposal writing
- Demonstrated ability to work independently and manage own administration without dedicated support
- Track record of securing medium to large grants (including academic research grants)
- In-depth funder/donor research
- Strong understanding of racism and racial inequality and Black, Asian and minoritised communities' experiences
- Numerical literacy and budget management experience
- Advanced Microsoft Word Office/Google Workspace proficiency
- Experience working in a fast-paced environment to meet deadlines
- Proactive working style
- Excellent interpersonal and relationship-building skills at senior/funder level
- Excellent written and oral communication with ability to construct compelling, high-value funding proposals
- Ability to lead and prioritise a complex, multi-stranded workload
- Strong strategic judgment

Desirable

- Charity/not-for-profit sector experience
- Corporate or individual giving experience
- Digital fundraising experience
- Line management experience
- Experience contributing to or shaping organisational strategy
- Experience with tools including Monday.com, Beacon or other CRMs

Staff for whom responsible This post may include line management responsibility in the future (including administrative and grant writing support from a future Fundraising Officer), but it will depend on team structure.

Range of contacts You will work closely with our Chief Executive and Senior Management Team. There will also be contact with funders and other stakeholders as well as wider members of the Staff and the Management Committee of the Race Equality Foundation.

Physical Conditions There are no physical conditions associated with this post.

Travel and hours of work Applicants will be expected to be able to travel for meetings with funders and relevant stakeholders.

Full-time staff work 35 hours a week with office hours being 9am to 5pm. However, because of the nature of some of the tasks to be performed by this post, evening and/or weekend work may be required.

Provision of training and development There will be an induction programme and training will be provided in any unfamiliar software necessary for the role.

Pay and Conditions of Service This post is permanent and full-time. The annual salary for this role is £47,777 and £53,394 inclusive of London Weighting.

There is a probationary period of six months for this post.

Full time staff are entitled to 25 holidays leave per annum with additional days for long service. The timing of holidays must fit in with the needs of the Foundation and must be agreed in advance. In addition to annual holidays there is paid time off for Bank holidays.

The post will be based in the London office at Unit 17 Deane House Studios, 27 Greenwood Place, London NW5 1LB. Staff currently work two to three days a week in the office.

Application process

Applications will only be accepted via the portal on our website. We will require the submission of an application form **and** a supporting statement. We will **not** accept applications via CV. The supporting statement should be 2 pages max, 12-point font. Candidates invited to interview will be asked to prepare a task, details will be provided in advance.

Please note, we are only able to appoint individuals who are eligible to work in the UK.

Closing date: 10am, 28th October 2026.

Interviews: Monday 9th November 2026.

Candidates needs to be available on the interview date provided and should be aware that interviews will take place in person in our London office.

Further enquiries should be sent to sidra@racefound.org.uk