



INTERNATIONAL
**CHINA
CONCERN**
國際關心中國慈善協會



Fundraising Manager Recruitment Pack



@chinaconcern



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Introduction from the National Director

Dear Candidate,

Hello, I'm Judy. I'm the National Director for International China Concern (ICC) UK. I want to tell you about this unique opportunity to join an incredible charity that has supported, cared for and empowered children and families affected by disability in China for 30 years. I'd like to thank you for your interest in this exciting role.

We are currently looking for a Fundraising Manager to join our small team. The role holds responsibility for ICC UK's overall fundraising activity and how it best supports the ICC international operation.

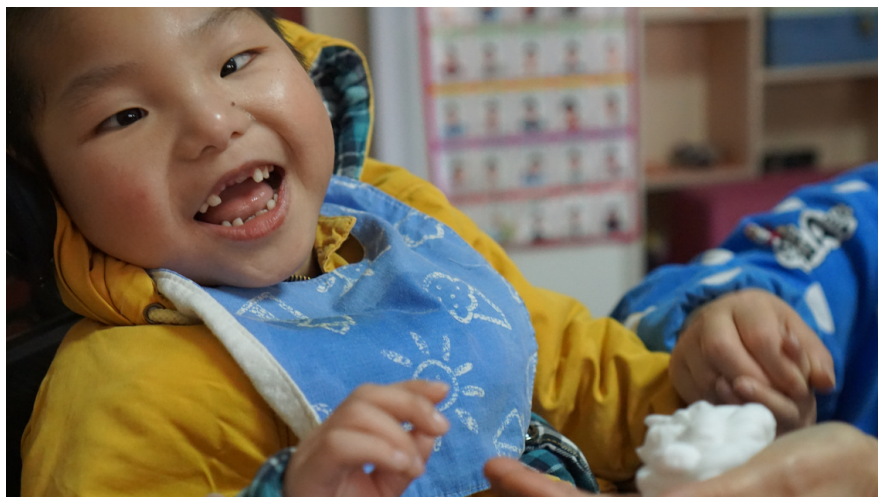
We are looking for someone who thrives as part of a small, dynamic staff team, is willing to champion the charity and values seeing the immediate and lasting impact their work can make. If you think you have the talent, passion and experience to help us ensure we can always meet the needs of the community we serve, we want to hear from you.

Please read on to find the Job Description and Person Specification along with more information about our organisation and details of how to apply. We look forward to receiving your application.

Judy Elliott

Judy Elliott
National Director

ICC acknowledges our duty of care to safeguard, protect and promote the welfare of children. As such we are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice requirements. Training will be provided where needed to ensure ICC's policies and procedures on Safeguarding are adhered to. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.



We are looking for a Fundraising Manager who has a passion for justice and wants to make a difference in the world.

ICC Fundraising Manager at a glance:

- **Charity leadership role within a growing and developing UK team**
- **Hold responsibility for ICC UK's overall fundraising activity and how it best supports the ICC international operation**
- **Leading and mentoring a small team**

International China Concern (ICC) helps children with disabilities in China live full and meaningful lives in families and communities that treasure them. Its work is focused in Hunan province.

ICC's vision is to see all children with disability living fulfilling lives in a welcoming society that accepts and respects them

From its humble beginnings in 1993, ICC has become a trusted advocate and innovative leader providing compassionate care for children with disabilities in China. For over 30 years, thousands of vulnerable children's lives have been transformed by the essential services it provides.

Core amongst ICC's 5 values is having Jesus at the centre of all we do. We actively trust in God's promises and provision, seeking to live in an intimate and growing relationship with him that is expressed through our devotion, worship, prayer, and service. All our employees are expected to embrace that value, and to live it out.

The UK Fundraising Manager is expected to join in regular, Christian devotional activity whilst performing this role and interacting with other staff both in the UK and worldwide.





Fundraising Manager – Newcastle on Tyne – Remote or hybrid

Salary £32,000 to £35,000 pa (depending on experience)

Full-time or part-time (35 hrs pw - will consider applicants offering at least 28 hrs per week)

Permanent

Where does the ICC UK Fundraising Manager Role fit within the organisation?

ICC promotes awareness and raises funds for its work both in China and through a group of (currently) six separately constituted National Offices in Australia, Canada, Hong Kong, Netherlands, the UK and the USA. These offices seek to educate people about child disability in China, mobilising volunteers, raising funds for ICC's China operations, collaborating with like-minded organisations and sharing about transformed lives, all in support of the children ICC serves. They are each managed by a National Office Director ('NOD').

The ICC UK Fundraising Manager will be part of a growing and developing UK team, willing to work together to ensure an outstanding and enjoyable culture within the office.

Key responsibilities

Fundraising Strategy:

Contribute to the development and execution of our fundraising strategy. This includes setting targets and tactics to reach and engage potential donors, drive acquisition, and ensure retention.

Donor Cultivation and Stewardship

- **Manage the ongoing development and implementation of a regular giving strategy and donor care to reduce attrition rates.**
- **Work with the team to support the legacy giving strategy, to maximise long term income.**
- **Establish a robust donor stewardship strategy building strong relationships with existing and potential donors and increasing donor retention and engagement.**
- **Work closely with the National Director to develop relationships with mid and major donors and support the development of a major donor programme.**
- **Work with the team to develop competency in the effective use of our CRM database as part of our donor stewardship and reporting structure.**
- **Lead on the cultivation and stewardship of all supporters, including the account management of partnerships with churches.**

Fundraising Campaigns and Events

- **Plan, coordinate, and manage our annual fundraising event.**
- **Support the National Director on other events.**
- **Project manage our newsletter and appeal campaigns.**

General Responsibilities

- Responsible for the analysis of campaign performance and providing regular reports to National Director
- Collaborate with marketing and communications plans to develop compelling fundraising materials and messaging that achieve fundraising targets.
- Develop annual fundraising budgets in collaboration with the National Director ensuring realistic projections.
- Monitor and manage expenditure related to fundraising activities, ensuring cost-effectiveness and adherence to budgetary constraints.
- Prepare regular reports on fundraising progress, outcomes, and key performance indicators for the National Director

Role Context

From its humble beginnings in 1993, International China Concern (ICC) has become a trusted advocate and innovative leader providing compassionate care for children with disabilities in China. For over 30 years, thousands of vulnerable children's lives have been transformed by the essential services we provide.

ICC's nurturing care is modelling a new standard of support and empowerment for children with disabilities. Our dedicated team of physical and occupational therapists, special educators, social workers, vocational trainers and medical staff work tirelessly to help children live with hope, dignity and opportunity.

ICC's Vision is to see all children with disability living fulfilling lives in a welcoming society that accepts and respects them

ICC's Values

- Core amongst ICC's 5 values is having Jesus at the centre of all we do. We actively trust in God's promises and provision, seeking to live in an intimate and growing relationship with him that is expressed through our devotion, worship, prayer and service. All our employees are expected to embrace that value, and to live it out
- The UK Fundraising Manager is expected to join in regular, Christian devotional activity whilst performing this role and interacting with other staff both in the UK and worldwide and all the more importantly in leadership roles such as UK Finance manager role
- Consequently, it is a requirement for the post holder to be a committed and practicing Christian who would uphold ICC's values and ethos

Read more on ICC's history, vision and values and leadership structure on our [website](#):

[ICC's exciting story](#)

[ICC's vision and values](#)

[ICC's international leadership team, comprising:](#)

- ICC Leadership Team – providing ICC operational management
- ICC's International Board - responsible for ensuring good governance and compliance of ICC Ltd, ICC's HK based non-profit organisation that oversees ICC's work in China (which we commonly refer to as 'ICC International' or 'International')
- ICC's International Advisory Council – made up of ICC's National Office Board chairs and other committee and experienced people who have a long-standing relationship with ICC, which receives regular reports on ICC's work and provides input to and endorsement of the development of ICC strategy and worldwide budgets

ICC's worldwide support network

ICC promotes awareness and raises funds for its work both in China and through a group of (currently) six separately constituted National Offices in Australia, Canada, Hong Kong, Netherlands, the UK and the USA. These offices seek to educate people about child disability in China, mobilising volunteers, raising funds for ICC's China operations, collaborating with like-minded organisations and sharing about transformed lives, all in support of the children ICC serves. They are each managed by a National Office Director ('NOD').

Each office provides financial support to the China operations through regular grants, as permitted under their national charitable giving rules and regulations.

Whilst the National Offices are autonomous and separately constituted under their respective national laws, the ICC International Advisory Council seeks to maintain common purposes and policies between the worldwide ICC national organisations.



Person Specification	Essential
Qualifications/ Experience	A minimum of 3-5 years of proven broad experience in fundraising within the charity sector including, donor stewardship, appeals, events and campaigns
	Experience of developing or contributing to a successful fundraising strategy.
	Commitment to the Code of Fundraising Practice
	Experience of customer relationship management systems
Skills & Knowledge	Experience of donor acquisition and retention: Identifying and implementing strategies to acquire new donors, as well as retaining and nurturing existing ones
	Project management
	Exceptional communication skills, both written and verbal, with the ability to convey complex ideas effectively.
	Excellent relationship-building skills with the ability to engage and inspire a wide range of stakeholders, including donors, volunteers, and staff.
Capabilities/ Strengths/Personal Qualities	Proficient in using I.T. systems for fundraising and digital platforms for supporter management and campaign tracking
	Able to analyse data and report on metrics
	Can do attitude and team player
	A heart for children at risk
	Commitment to the Christian beliefs and values of ICC
	Commitment to professional development, seeking opportunities to learn new skills in a developing role.

Terms, Conditions and Benefits

Salary and Annual Leave

The full-time salary is £32,000 –£35,000 p.a. and pro rata, depending on experience. Holiday entitlement for full-time staff is 31 days, including public holidays (pro rata for part-time staff).

Terms of Employment

The appointment will be confirmed, subject to a satisfactory four-month probationary review and after this time there is a two months' written notice period for both parties.

We conduct annual performance reviews and it is a requirement of all staff to be familiar with all of ICCs policies and procedures.

Other benefits

- Flexible working options
- Opportunities to visit China Projects
- Opportunities for career progression
- A welcoming, caring and supportive environment
- Auto-enrolment pension scheme
- Free parking on site
- A great team to work with!



Please note that you will need the right to live and work in the UK.

Application process

To apply, please submit your CV and a covering letter via Charity Jobs explaining why you are applying for the role and how you are suitable for it. The person specification on page 5 of this pack will help you in this.

We will be actively shortlisting applications and holding interviews so please don't delay your application! The final closing date will be 5pm (GMT) on 12h February 2024. First stage Zoom interviews will held on February 15th.

Please apply directly via [CharityJob](#)

Please do contact us if there are any accessibility-related adjustments we can support you with in the application process. If you have any queries about the role or anything to do with the application process, please get in touch with Judy.elliott@chinaconcern.org