

## **JOB ADVERT**

### **Impact and Fundraising Manager**

*Please contact us if you require this advert in any other format*

**Position:** Impact and Fundraising Manager

**Reports to:** Chief Operating Officer

**Location:** Remote (UK based) with occasional travel to meetings and events

**Salary:** £18,600 to £21,600 per annum (pro rata £31,000 to £36,000 FTE)

**Job Type:** Part time, 22.5 hours per week. One-year fixed term with potential to become permanent, dependent on funding

**Job opens:** TBC

**Job closes:** TBC

**Proposed Week of Interview:** TBC

The Mason Foundation is a national charity supporting neurodivergent young people into meaningful employment through our Propel mentorship programme. We work across England and Scotland, partnering with schools, colleges, community youth settings and employers to champion neuroinclusion and create opportunities for young people to thrive.

75% of our staff are neurodivergent, and we're proud to create an inclusive, supportive workplace where everyone can succeed.

### **The Opportunity**

We are at an exciting growth phase with ambitions to scale nationally. To achieve this, we need to capture and share the positive impact we have on people's lives.

As the Impact and Fundraising Manager, you will work hands on with our delivery team to design data collection systems that feel manageable and purposeful, not burdensome. You understand that different people think, process, and work in different ways, so you will create multiple methods for collecting the same data to suit different styles.

You take a methodical approach to understanding what data we need to showcase impact, then build the frameworks and provide the practical support to make collection happen across multiple methods. You empower the team to grow their confidence in impact measurement through training, clear guidance, and being there alongside them.

You will translate the data we collect into compelling, heartfelt stories that position The Mason Foundation as best practice. You will engage with traditional media and sector

publications to showcase our work and support the COO with fundraising by providing the impact evidence that inspires funders and commissioners to collaborate with us.

## What We're Looking For

- Methodical approach to collecting data across multiple different methods, understanding what needs to be collected to showcase impact without being burdensome
- Hands on experience supporting frontline teams with data and impact collection, building their confidence and skills
- Ability to design multiple ways of collecting a uniform dataset, recognizing different thinking, processing, and working styles
- Strong storyteller who can make data heartfelt and human whilst maintaining evidence-based rigour
- Experience with traditional media engagement (press releases, media relations) and writing for sector publications
- Understanding of neuroinclusion, community development, or social impact landscapes
- Experience working with CRM systems and ability to lead exploration of accessible data tools
- Empathetic, supportive, highly organised, and self-motivated with ability to work part time hours efficiently in a remote environment

## Why Join Us

In return, you get to work for an ambitious, values driven charity making a real difference in the lives of neurodivergent young people. You will have the flexibility of remote working with a flexible working pattern, 25 days annual leave plus bank holidays (pro rata), opportunities to shape our impact story and professional development, and the chance to be part of a neuroinclusive workplace culture where everyone's contributions matter.

For more information about The Mason Foundation and our work please visit: <https://www.masonfoundation.co.uk/>

## How to Apply

If you would like more information on the above role, please contact Rosie Whitehead at [rosie.whitehead@masonfoundation.co.uk](mailto:rosie.whitehead@masonfoundation.co.uk) or to apply directly please email: [hr.recruit@masonfoundation.co.uk](mailto:hr.recruit@masonfoundation.co.uk) with your CV and a short cover letter (no more than 1 page of A4) introducing yourself and why you are the right person for this role..

**\*All offers of employment are conditional upon you signing the contract of employment and:**

- Two satisfactory references
- Evidence of your right to work in the United Kingdom; and
- If applicable, satisfactory Disclosure and Barring Service (DBS) check.

The Mason Foundation is an equal opportunities employer and proud to be a Disability Confident Employer. We positively encourage applications from candidates regardless of sex, race or ethnicity, nationality, disability, age, sexual orientation, gender identity or expression, religion, or belief, marital or civil partnership status, parental or carer status, education, socioeconomic background, pregnancy or maternity, or any other characteristic protected under equality legislation.

We are especially keen to encourage and welcome applications from people currently under represented within the organisation, these include but are not limited to those from the LGBT+ community, people with disabilities, and candidates who are Black or People of Colour. Those with disabilities meeting the minimum requirements for the post will be shortlisted and reasonable adjustments will be made to ensure they are not disadvantaged during the interview process.