



Jacari Fundraiser: Job Description and Person Specification

Job Title	Fundraiser
Salary	£30,470 - £34,670 per annum pro rata
Hours	Part time and flexible - 15 hours a week (0.4 FTE)
Contract	Fixed term for 1 year with the possibility of extending
Annual leave entitlement	27 days, plus 8 bank holidays pro rata. Plus a day off for your birthday.
Location	Remote, with option of occasional use of our Bristol or Oxford office. (Regular use of our office is negotiable.) Some travel may also be required for occasional networking, fundraising, or team events (travel expenses covered).
Application timeline	Application deadline: Monday 14th April, 8:00 am Interviews (online) planned for: Tuesday 29th April - Friday 2nd May
How to apply	Please complete the application form (available at www.jacari.org/careers) and send it to jobs@jacari.org We are unable to accept CVs or covering letters.
Further information	If you have any questions, or would like to arrange an informal chat about the role, contact Katy Isaac, Charity Manager: katy.isaac@jacari.org 07541 543259. To request an application form in an alternative format, please email jobs@jacari.org



Overview

We are looking for a dynamic, motivated individual who can work as the sole fundraising staff member for a small education charity. This position offers an excellent opportunity for a fundraiser who is passionate about educational equality, and who wants to make a real difference to the lives of children and young people from migrant, refugee, and asylum seeking communities.

Jacari is at a key stage of its growth and is looking for a fundraiser who can help us find new sources of income and funding opportunities, reducing our reliance on trust and foundation grants. We particularly want someone who can help us to identify new major donor prospects and grow our income from regular and individual giving. We have a strong supporter-base of former volunteers and members, who were involved as far back as the 1950s.

The role will also involve identifying and building relationships with trusts and foundations to support our work, writing funding proposals and applications, and reporting to funders on the impact of their support.

This is a busy and varied role which often involves working on multiple fundraising activities at once. A typical day could include working on an application to a new funder, designing a supporter newsletter, gathering information for an end of grant report, and researching new prospects.



Jacari Fundraiser: Job Description

Job Purpose

To manage Jacari's fundraising and supporter engagement activities with a particular focus on identifying funding opportunities and generating income to enable Jacari to grow our work.

Principal Duties

Trusts and Foundations

- Research Trusts and Foundations that Jacari is eligible to apply to.
- Write compelling applications for grants from Trusts and Foundations.
- Develop relationships with Trusts and Foundation contacts/grant advisors.
- Keep Trusts and Foundations information and pipeline on Jacari's CRM (Beacon) up to date.
- Financial record keeping, by securely organising relevant documents, grant award letters, completed applications and email chains using Cloud storage.
- Manage deadlines and requirements for reporting to funders on the impact and outcomes of Jacari grants, and write or collaborate on such reports when required.

Individual Giving

Grow Jacari's income from individual givers, to include:

- Identify and cultivate individual major donors.
- Increase the number of 'Jacari Champion' regular donors.
- Develop fundraising campaigns and appeals to solicit one off donations.
- Stewardship of donors, including regularly communicating with them about the impact of donations.
- Ensure that Jacari is regularly engaging with a variety of supporters (alumni, volunteers, corporate partners) in order to encourage greater involvement, and eventual conversion into donors/fundraisers.
- Maintain accurate record-keeping of donor information and donations on CRM.
- Monthly reconciliation of donations and processing of Gift Aid claims.

Community Fundraising

- Organise community fundraising events and challenges.
- Promote fundraising initiatives to Jacari's followers on social media and mailing list.
- Encourage volunteers and supporters to organise their own fundraising activities for Jacari and provide them with resources and support.



Other fundraising

- Contribute to the development of Jacari's fundraising strategy and plans.
- Research and identify new sources of funding for the charity.
- Create and update fundraising toolbox materials for other staff to use: e.g. a case for support, key messages, research and statistics.
- Maintain oversight of Jacari's online donation platforms (Beacon, Just Giving).
- Report on current income situation to Charity Manager and Trustees.
- Manage and build relationships with Jacari's corporate partners.

Communications

- Lead on all communications relating to fundraising and supporter engagement, including emails to supporter mailing list, news articles on Jacari's website and social media posts.
- Keep fundraising and supporter engagement specific information on the website up to date.

This is an outlined job description - you may be required to undertake such other duties and/or hours of work as may reasonably be required.

Please scroll down for the Person Specification.



Jacari Fundraiser: Person Specification

Jacari recognises the value that diversity adds to our work and organisation. We welcome applications from all sections of the communities we work within, and particularly encourage applications from people with lived experience of migration and/or those who speak English as an additional language.

The 3 core attributes we are looking for in candidates are:

- A track record of securing income through diverse fundraising streams, such as grants, corporate partnerships, or individual giving.
- Strong relationship-building skills, with the ability to engage and communicate effectively with a range of stakeholders, including prospective donors – trusts, corporates and individuals.
- Excellent written and verbal communication skills, including the ability to craft compelling proposals and make persuasive cases for support.

Essential criteria:

- Strategic thinking and problem-solving skills, with the ability to source and secure funding opportunities.
- Strong organisation skills and the ability to manage projects independently, meet deadlines, and work towards financial or organisational targets.
- Commitment to Jacari's vision and values.

Desirable criteria:

- Creativity and innovation in developing new income streams and opportunities.
- Ability to engage and inspire supporters, partners and donors at all levels.
- Marketing and promotional skills.
- Financial management and reporting skills.
- Experience in event planning and coordination.

The successful candidate will need to provide two professional references. To fulfil the role, you must have the right to work in the U.K.

We are proud to be a member of the Experts by Experience Employment Network, which aims to increase representation of people with lived experience in the charitable sector. Please feel free to use information and resources at <https://www.ebeemployment.org.uk/ebe> which may help in preparing your job application.