

Lewisham Refugee and Migrant Network

Job Description

Role	Fundraising Manager
Service	Fundraising
Reports To	Chief Executive Officer
Location	Hybrid Working, Deptford
Time Commitment	21- 35 hrs
Salary	£38k + 6% Pension contributions (pro-rata)
Special Conditions	Occasional evening and weekend work

Main Roles:

To take responsibility for reviewing, updating and successful delivery of LRMN's Fundraising Strategy.

To work closely with the CEO to ensure funding priorities and emerging gaps are identified and addressed.

To proactively seek out funding opportunities from various sources including trusts and foundations, local authorities, private companies and government departments, develop project concepts and proposals, and to prepare and submit detailed applications and or tenders for funding.

To develop and maintain good proactive working relationships with major funders and other key supporters of LRMN including maintaining regular communication, face to face contacts, timely and high - quality project reporting, production of relevant materials and more.

To effectively line manage the Fundraising Officer and ensure they are reaching their financial targets.

Specific Duties:

1. To have a deep understanding of LRMN's work and values, to identify relevant funders and appropriate methods of fundraising.
2. Take the lead on research for new income streams from funders (such as local authorities and other statutory organisations, trusts, foundations, corporates, individuals).
3. Develop and implement good fundraising practice and systems.
4. To work closely with the CEO, Fundraising Officer, Campaigns and Communications Manager and other managers at LRMN to ensure key messages, relevant services and other important information are incorporated in all fundraising activities and uploaded in various social media platforms.
5. To maintain and regularly update LRMN's fundraising metrics.
6. To support the Fundraising Officer in developing and sustaining income from smaller grant funders and from individual and community fundraising, including events, regular giving, and legacy funding.
7. In collaboration with the CEO and managers at LRMN, develop a set of LRMN's core outcomes and outputs and their indicators across all projects and services.
8. In collaboration with Campaigns and Communications Manager develop a core set of messages, impact evidence and relevant marketing materials that will promote the work of LRMN, show its success and the experience of refugees, asylum seekers and migrants.
9. Develop LRMN's secondary sources of income such as small grants, legacy giving, individual and corporate giving.
10. To develop and prepare compelling and high-quality funding proposals that are strategically relevant and attractive.

11. Manage funder and application database (both existing and potential).
12. To supervise and guide the fundraising officer and or volunteers in devising fundraising activities such as quizzes, cake sales and other events.
13. Identify potential partners for joint projects/funding applications.
14. Produce monthly (internal) reports and quarterly (Board Meeting) reviews on the performance and progress of fundraising against agreed financial targets, operational activities and annual objectives.
15. Work with and attend the Fundraising and Marketing sub-committee meetings.
16. Manage fundraising volunteers.

Other Duties

1. To participate in LRMN staff meetings, maintaining a high level of professionalism and contributing skills and knowledge towards best practice for the organisation.
2. To attend supervision and appraisal meetings and other relevant activities.
3. To be able to perform your own administrative duties.
4. Work flexibly as agreed to meet the demands of the service – this may involve evening weekend and outreach work.
5. Maintain confidentiality in all matters relating to the work of the organisation.
6. Comply with LRMN's policies and procedures.
7. To adhere to LRMN's vision and mission and positively promote its work.
8. Undertake any other work as may be reasonably requested.