



Fundraising and Communications Manager (maternity cover)

Salary:	£44,000 FTE + £3,000 London weighting if applicable
Reports to:	Board of trustees
Contract type:	Maternity cover - fixed term contract (expected to last 11 months)
Hours of work:	Full time (35 hours per week) or part time (4 days part-time and/or flexible hours considered)
Location:	Home-based with potential for up to 2 days per week in a co-working space if desired depending on staff location
Pension & holiday:	5% employer pension contribution and 25 days' annual leave plus bank holidays

About Abortion Support Network

Abortion Support Network (ASN) is a largely volunteer-run charity that helps people living in European countries which fail to provide abortion care, to access safe abortions in clinics abroad. ASN provides practical information on the least expensive way to arrange travel and abortion, logistical support, money towards the cost of abortion, travel and accommodation. We currently provide this service to people resident in Poland, Malta, Gibraltar, Ireland, Northern Ireland and the Isle of Man and also elsewhere in Europe on a case-by-case basis. ASN is a member of the Abortion Without Borders (AWB) initiative, which is a coalition of organisations providing information, support and funding to people in Poland who need abortions.

ASN has a small staff team of 6, no office, and a team of 50+ dedicated volunteers. We pride ourselves on providing a critically needed service and solving problems creatively.

ASN works alongside external partners and grassroots activists in European countries to provide immediate tangible support to people who would otherwise be forced to continue a pregnancy. One of the things our staff and volunteers value about this work is how we make a real difference to people's lives.

Inclusion

Abortion Support Network especially encourages applications from racially marginalised people, LGBTQ+ people (we are a trans-inclusive organisation), disabled people, and people who have experienced other exclusion or marginalisation. We have tried to make this recruitment process as accessible as possible, but if you have particular needs please let us know when you apply and we can think together about how to make this process more accessible for you.

About the role

ASN has a large network of individual donors, making one-off and regular (monthly) donations to support the charity's work. This role will seek to retain and grow this income base, and develop other income streams (trusts, major donors) to diversify our income further.

The post-holder will implement ASN's fundraising strategy, working with volunteers and a small staff team to diversify and increase the charity's income. You will focus on fundraising from trusts and foundations and major donors, as well as work closely with the board of trustees and staff and freelance colleagues to ensure that our income projections and budgeting are in line with fundraising activities and goals. You will also manage individual campaigns and oversee ASN's external communications, ensuring our tone of voice and messaging is consistent. As ASN works across Europe, an additional European language would be an advantage. We are particularly interested in hearing from Polish speakers.

We are looking for someone who is self-motivated and a team player, who can hit the ground running as part of a dynamic and growing organisation.

Key responsibilities

- Implementing ASN's fundraising and communications strategy to achieve income targets
- Manage individual giving fundraising campaigns to grow monthly and one-off gifts
- Develop ASN's trusts fundraising by identifying funders, submitting applications and maintaining our trusts pipeline
- Develop a major donor strategy, including a new 'case for support'
- Maintain the fundraising database in line with GDPR requirements and best practice
- Manage the recruitment, induction and ongoing support of ASN's fundraising and communications volunteers

- Ensure regular communications with donors through newsletters and other communications
- Oversee ASN's social media
- Line-manage the Digital Projects Officer and Volunteer and Admin Assistant
- Work with the board of trustees, bookkeeper and colleagues to assist with budget planning and income forecasting
- Other duties as reasonably required by the role

Person specification

Experience	Essential	Desirable
At least 5 years' experience of working in a senior fundraising role at a not-for-profit organisation	X	
Demonstrable experience in developing and running successful individual giving campaigns	X	
Demonstrable experience in growing income from trusts and foundations and/or major donors	X	
Demonstrable experience managing internal/external communications at a charity, including managing social media	X	
Experience handling press requests and seeking out press opportunities to increase organisational profile	X	
Experience working as part of a small team and/or in a small organisation	X	
Experience working with financial information and budgets	X	
Experience working with volunteers		X
Skills and abilities		
Excellent communication and presentation skills, confidence in making personal approaches and representing ASN externally	X	
Well-organised and methodical, strong attention to detail	X	
Proactive and able to work independently, comfortable with remote working	X	
Problem-solving skills	X	
Working knowledge of another European language		X
Knowledge		

Knowledge of fundraising best practice and trends	X	
Familiar with Office 365, Word, Excel, Twitter, Facebook and Instagram	X	
An understanding of GDPR requirements in a charity	X	
An understanding of the abortion sector in the UK or across Europe		X
Values and behaviours		
Post-holder must be unequivocally pro-abortion. This will be evaluated both at shortlisting and at interview	X	
A demonstrable commitment to equality and inclusion	X	

Applicants from outside the UK

Unfortunately, due to this post being fixed term, we are **not** able to consider applicants based outside of the UK on this occasion. All applicants must be legally able to work in the UK. All successful applicants will be asked to provide two pieces of identification as proof of identity and residential address to enable ASN to meet UK audit regulations.

If you wish to have a conversation about this role, please email recruitment@asn.org.uk.

To apply please complete the application form via our website: www.asn.org.uk/work-with-us.

Closing date: 8am, Monday 15 April 2024