

Job Title: Fundraising Manager

Job Type: Permanent, full-time (35 hours per week)

Location: London, hybrid (home and office in Whitechapel)

Salary: £33,000 -£36,000

Start date: mid-February 2025 (can be flexible for the right candidate)

Organisation Description:

Everyone's Invited is a charity dedicated to exposing and eradicating rape culture with empathy, compassion and understanding. We provide a safe space for survivors to share their stories, giving them a sense of catharsis, empowerment and a feeling of community and hope. We educate young people to empower school communities to foster healthy relationships, sexual well-being and to tackle rape culture. We advocate for survivors, amplifying their voices to foster positive change and engaging with government, institutions and key stakeholders.

Job description:

We are looking for an early career fundraising professional to build on the recent fundraising successes of Everyone's Invited. This role is a unique opportunity for a driven and ambitious individual to leave their mark on Everyone's Invited and the sector. As part of our small team, you will be given the opportunity to work closely with the CEO and own a number of key processes and fundraising streams. You will be able to gain further experience in all elements of fundraising and financial management, all while working in a supportive and dynamic environment.

What you'll do:

Fundraising (80%)

1. Trusts and Foundations
 - Identify and research new trusts and foundations whose funding priorities align with Everyone's Invited
 - Draft compelling grant applications, ensuring high-quality submissions, and coordinate the process of application tracking and reporting

- Maintain the existing pipeline of trust fundraising activities, cultivating and strengthening relationships with new and existing trusts, foundations, and grant-making bodies
 - Collaborate with the Education team to create project-specific applications for funding, including creating budgets for bids based on need
2. Individual Giving and Challenge Events
 - Managing individual giving processes, including external provider platform upkeep and GiftAid submission
 - Maintain and lead on any and all stewardship of those undertaking challenge events for Everyone's Invited, alongside the Communications Officer
 3. Corporate and Major Donors (ad-hoc)
 - Oversee any corporate collaborations or major donor relationships as and when they arise
 - Retain and build relationships with interested persons, taking them through their supporter journey
 4. Administration and reporting
 - Reporting on all income to the CEO and the Board of Trustees
 - Maintaining the fundraising donor database (CRM) in line with GDPR and industry best practice

Project and Financial Support (20%)

1. Project-specific monitoring and evaluation
 - Aiding the Education team in creating monitoring and evaluation frameworks
 - Supporting the Education team in managing restricted funding, including helping on financial tracking and narrative reporting
2. Financial and strategic planning
 - Helping the CEO to create and set organisational budgets, ensuring they are aligned with the fundraising strategy
 - Support the development and delivery of the fundraising plan, proactively researching and pursuing new income opportunities, with targets for fundraising applications to trusts & foundations

Who we are looking for:

Essential:

- 2+ years of experience in a fundraising role in the non-profit sector
- Comfortable with sensitive content to do with rape culture
- Strong track record of managing funding relationships and achieving financial targets, alone or as part of a team
- Excellent communication skills, particularly in persuasive writing and interpersonal relations
- Strong background in strategic planning, budgeting, and performance monitoring
- Organisational abilities with a keen attention to detail
- Ability to shift priorities quickly and problem-solve effectively

Desirable:

- Experience working in a small charity and spearheading/contributing to a range of processes across funding streams
- Experience managing large grants valued over £200,000+
- Knowledge of restricted grant management and reporting
- Proven experience of securing repeat support from extant standing donors
- Experience of monitoring and evaluation within a non-profit programmes context/experience of social science research in a university setting
- Experience with CRM software

Note: We encourage all interested applicants to apply even if they don't meet all criteria in the person specification

Benefits:

- Subsidised therapy (£150 monthly cap)
- Regular and ad-hoc support sessions with a registered mental health practitioner
- Safeguarding training and upskilling
- Hybrid, flexible working (3 days a week in the office)

Timeline:

Deadline for applications: 27th of December, 23:59pm GMT

First interviews (online): w/c 13th of January 2024

Second interviews (in-person): w/c 20th of January 2024

We expect to make the offer to the successful candidate by the the end of January 2025. Ideally, we would like the selected candidate to start in late February, with a week of induction. We are open to this being flexible for the right candidate.

How to apply:

If you are looking to gain experience at a dynamic, fast expanding organisation, this may be the role for you! If you are passionate about Everyone's Invited and our cause, please **apply by sending your CV and cover letter to lisa@everyonesinvited.uk**.

Applications will be reviewed on a rolling basis so we encourage early applications. We reserve the right to close applications early.

If you are successful in the interview stages, you will be asked to share two references with us. You must have the right to work in the U.K.