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Part-time Community based Fundraising Manager 2 days pw
Salary £35k pro rata
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About us

For nearly 30 years Sutton Mental Health Foundation has been a refuge for people in Sutton, Surrey, whose mental health has had an impact on their lives.

Over this time, the Foundation has helped thousands of people navigate their way through their mental health challenges and in 2025 we saw an 18% increase in demand for our services.

From our unique and pioneering centre in the London Borough of Sutton, we provide a wide array of services aimed at promoting mental wellbeing, resilience and recovery from mental distress and ultimately, keeping people safe.

Sutton Mental Health Foundation provides a place where people can feel safe and supported in tackling their mental health challenges and we provide these services 365 days a year.

Our crucial work

The Foundation is a hidden gem of innovation, with a pioneering 'Intentional Peer Support' approach at its heart, which trains former and current service users to provide support to individuals facing similar mental health challenges to those they have faced themselves.

The first contact from local people experiencing severe anxiety or distress often comes through telephone calls or through our Crisis Café, which operates every evening in person from 6.30pm to 11.00 pm, 365 days a year, and on the phone or on-line at other times. This is where people can receive support and learn about the range of support options the Foundation provides.

Our counselling service can help local people tackle a wide range of issues affecting their mental health.

Our Belmont Connect service is a place to socialise, meet new people and receive support in a friendly and relaxed atmosphere. Or you can join one of our classes or drop-in sessions, which may be art-based, music themed or focused on an activity, such as gardening, and we aim to be weekly activities to suit everyone's interests.

In the winter our In Your Corner Sunday service offers lunches from midday onwards, and we have year round specialist support sessions such as the Sutton Hearing Voices Group, which help individuals explore different ways to deal with hearing voices.

We have been very successful in securing funding for our work from the local authority and from our local NHS Trust, but we have now reached a point where we want to raise new funds to innovate and expand our services, hence creating this new role of Community Fundraising Manager.

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Job specification and description

We are looking for a local, ideally Sutton based, dynamic, confident and experienced Fundraising Manager to join our team who has a great track record of increasing unrestricted income in the third sector. We are particularly looking for someone who can build great networks in the Sutton area.

Fundraising Manager salary: £35 k pro rata 2 days pw ie £14k pa

Report to: CEO

Hours: 15 hours pw

Term: one-year contract initially

Location: London Borough of Sutton based at Sutton Mental Health Foundation in Belmont

Annual leave: 11.2 days per annum

Key responsibilities

To deliver the Sutton Mental Health Foundation three-year unrestricted fundraising strategy, which will as a minimum involve the following elements, with other income generation ideas likely to evolve over the course of the three-year period:

- An annual integrated fundraising, marketing and communications action plan, which delivers an engaging and emotive case for supporting our work. This is likely to involve regular good news stories, powerful impact statistics, short films which illustrate the power of our work and regular testimonials from individuals and partner organisations.

- The delivery of a minimum of three annual fundraising events which achieve or exceed their agreed fundraising targets.
- The delivery of a minimum of two annual fundraising challenges which achieve or exceed their agreed fundraising targets.
- The signing up of a minimum of two new corporate partners, whose financial contribution achieves or exceeds their agreed minimum fundraising targets.
- The development of a SMHF Ambassadors Programme, which mobilises a team of volunteer fundraisers to assist in hitting the fundraising targets listed above.
- The development of a comprehensive database of companies in the area, as well as private schools, prep schools, golf clubs, rotary clubs, business groups, trade associations and other potential partner organisations in the borough.
- The regular updating of the SMHF website to support our fundraising action plan.
- The delivery of an effective social media campaign and mainstream media campaign to support each year's fundraising action plan and increase the profile of our work, and particularly our fundraising initiatives.
- Attendance at all team meetings, trainings days and team planning days.

Person specification

Experience required:

- A minimum of three years' experience and success in the field of unrestricted fundraising, ideally through planning and running fundraising events, fundraising challenges, individual giving and corporate fundraising.
- Experience of identifying, developing and managing relationships at all levels with funding partners and donors.
- Experience of integrating fundraising, marketing and communications and of developing a robust and emotive case for support.
- Experience of fundraising systems, processes and best practice compliance.
- Experience of implementing an effective CRM system in an organisation.

Personal attributes required:

- Lives locally and is part of the local community
- Self-motivated and goal orientated.
- Strong success and experience in sales.
- Strategic and innovative thinker with an eye for detail.
- Ability to work as an individual and as part of a team.
- High level of IT skills.
- Ability to manage multiple relationships with a variety of stakeholders.
- Excellent presentation and communication skills.
- A passion for improving the lives of people facing mental health challenges.

To apply please send your CV and a cover letter telling us why you would like the role and the skills you would bring to admin@smhf.org.uk by Friday 24th September 2026.

Interview dates 12th and 13th October 2026