



Fundraising Manager Job Description

November 2024

Reporting to: Director

Management responsibility: 1 x Fundraiser

Contract: Permanent

Hours: 3 days per week (22.5 hours), to include Tuesday PM & Friday all day

Salary: £40,000 - 43,000 pro-rata depending on experience

Location: Hybrid working - mix of home and office working in Newington Green, London



About Room to Heal

Room to Heal is an established therapeutic community in London. We support refugees and people seeking asylum, many of whom are torture survivors, through an integrated programme of therapeutic and casework assistance, in the context of a community of survivors. Our approach recognises the political context of our community members' multiple and ongoing experiences of trauma and marginalisation including in their home country, on their journey to, and within, the UK. We offer long term and holistic support.

Our experience and academic research shows relational group therapy and community work is an effective way to address trauma. Our most recent anonymous annual members' survey showed that:

- 96% of respondents reported that their mental health had improved
- 100% of respondents' ability to cope with anxiety and depression had improved
- 84% of respondents were more able to manage flashbacks, sleeplessness and panic attacks
- 100% of respondents felt supported
- 100% of respondents felt listened to
- 92% of respondents felt less isolated and lonely
- 96% of respondents felt more able to access advice, information and support through our casework support on housing, education, benefits, etc.

Room to Heal's group resilience model is respectful of different cultural approaches to mental health and it challenges the patient-expert model, putting refugees at the heart of their healing journey.

We are a small team of committed and hard working individuals who work collaboratively in a supportive and friendly environment.

About the role

We are predominantly funded by trusts and foundations and you will play a very important role in maintaining and expanding this funder base, as well as helping Room to Heal to diversify our income streams. We have developed a number of relationships with a variety of organisations - including Henry Smith Charity, City Bridge Foundation, Tudor Trust and the United Nations Voluntary Fund for Victims of Torture - who support our work and recognise the effectiveness of our approach. We want to diversify our funding base and identify and secure new funding streams. The Fundraising Manager will manage and work closely with the Fundraiser, as well as the wider staff team and trustees to identify and secure new avenues of funding.

Purpose of the Role

We are looking for a confident, experienced and motivated Fundraising Manager to join our small, friendly team. The Fundraising Manager and the Fundraiser would be jointly responsible for

securing up to £500,000 per annum, which is currently primarily from trusts and foundations. Ensuring that the charity has the resources we need to sustain our organisation and ensure we deliver the best service that we can to vulnerable asylum seekers and refugees.

- Secure new funding opportunities, including new multi-year funding, primarily through grants from trusts and foundations;
- Develop other income streams like major donor or legacy giving;
- Fundraising target of £500,000 per annum;
- To manage and maximise a portfolio of existing donors, including several large multi-year funders, leading on reporting to funders and donors and seeking to extend their support wherever possible;

Main responsibilities

Strategic Direction

- Develop a long-term fundraising strategy to meet organisational costs, closely liaising with the Director and Finance Manager

New and Existing Funding Streams

- Identify new potential funders that match Room to Heal's work and values;
- Prepare and submit high-quality funding proposals in accordance with timetables and application criteria, working closely with the wider staff team;
- Work collaboratively with the Finance Manager to develop project budgets;
- Build and manage relationships with existing and potential funders including arranging visits to Room to Heal and delivering presentations to secure their support;
- Explore and develop new income streams;

Monitoring & Evaluation

- Use CRM to create beneficiary data reports to support applications and reports;
- Produce accurate and timely reports to funders;
- Work with team to ensure qualitative and quantitative data is regularly collected;
- Maintain a bank of case studies;

Record Keeping

- Maintain accurate funder records for current and potential funders;

Manage Fundraising Team

- Supervise and manage the Fundraiser

Wider Duties

- Build good working relations externally and internally;
- Work with the team to strengthen Room to Heal's communication of our impact.

Person Specification

This role would suit a candidate with a good understanding of the charity sector and proven success of fundraising from a variety of sources, including trusts and foundations, along with an ability to write with flair and creativity.

Essential

- An experienced fundraiser who can hit the ground running;
- Charity sector experience with a proven track record of securing five-six figure grants and donations from trusts and foundations and/or other income streams;
- Experience of writing persuasive proposals and reports that demonstrate clear outcomes and impact of our work;
- Good research skills with experience of identifying new fundraising leads;
- Proven ability to form good working relationships, both internally and externally with people at all levels and to work in a highly collaborative manner;
- Ability to work on own initiative and to meet objectives and tight deadlines under pressure;
- Ability to present information concisely and effectively, both verbally and in writing;
- Working knowledge of Fundraising Regulator and Codes of Practice.

Desirable

- Understanding of asylum and refugee issues;
- Experience of using a CRM;
- Experience of working in a small community organisation.

Values and behaviours

- A commitment to Equal Opportunities;
- An understanding of, and sympathy with, Room to Heal's ethos and purpose;
- Conscientious, organised and self-motivated.