

## WORKING CHANCE JOB DESCRIPTION

**Job title:** Fundraising Manager  
**Responsible to:** Head of Communications and Engagement  
**Location:** Islington, London

### JOB PURPOSE

The main focus of this role is on raising income from trusts and foundations and managing our relationship with them. We have a small number of corporate partnerships and this role also manages those relationships, as well as liaising with individuals who fundraise for us (currently a very small number) and working with the comms team to build the number of regular givers. This is the only dedicated fundraising role in Working Chance, situated within and working closely alongside our communications team.

### MAIN DUTIES AND ACTIVITIES

- Research potential trusts and foundations funders and develop a strong understanding of their funding criteria and priorities, in order to ensure a strong funding pipeline.
- Write compelling funding applications that clearly demonstrate the outcomes and impact that funding will achieve.
- Manage the charity's relationships with its corporate funders who support us through a combination of grant-giving, donations, staff fundraising, volunteering and gifts in kind.
- Build, manage and maintain excellent relationships with all funders, including monitoring the outcomes of funded projects and reporting back to funders.

### SECONDARY DUTIES

- Ensure that we have a strong presence on online giving platforms.
- Support and encourage individuals fundraising for Working Chance.
- Buy places in sporting events and fundraising challenges as fundraising opportunities.
- Work with the comms team to leverage digital and social media to optimise fundraising and regular giving.

This is not an exhaustive list of tasks and you may be asked to undertake any other reasonable duties in connection with the post and the charity's needs.

## PERSON SPECIFICATION

### Essential knowledge and experience

- Demonstrable experience for a number of years of successful fundraising for a charity (in an employed role) with a focus on trusts and foundations, including researching prospects, writing applications, meeting with funders and writing funding reports.
- Proven track record of managing relationships with funders to secure multiple five-figure grants.
- Experience of preparing budgets for funding applications and the ability to interpret charitable financial accounts.
- Interest in gender politics, particularly in the context of the criminal justice system and employment.

### Essential skills and aptitudes

- Excellent written and verbal communication skills, including the ability to communicate complex messages simply and persuasively, plus strong copy writing and proof-reading skills.
- Excellent understanding of how charities demonstrate impact.
- Ability to work independently and to initiate, plan and prioritise workloads and meet deadlines.
- Proven ability to form good working relations, both internally and externally with people at all levels.
- Intellectual curiosity and a drive to engage with ideas and debates around issues such as why women offend; how women's and men's offending patterns differ; what decreases the likelihood of offending or reoffending; society's feelings about people who commit crime; the range of potential policy responses to crime and employment.
- Solid general IT skills, particularly MS Office products and databases.
- Empathy with the women we work with and a passion for the work of the charity.

## TERMS AND BENEFITS

- This is a full-time, permanent role with a six-month probationary period.
- Salary: £35,000-£38,000
- We give staff the option to work a hybrid model, enabling them to work up to 40% of their contracted hours at home, provided that they have a suitable home environment. Our office is in London, one minute from Angel tube station.
- We have a pensions scheme and generous annual leave (25 days' holiday + three bonus days over Christmas and New Year + plus public holidays).
- We invest in the training and development of our staff and have a continuous learning culture.
- We are passionate about promoting equality, valuing diversity and working inclusively.