**www.sufra-nwlondon.org.uk**

**Registered Charity No. 1151911**

**Fundraising Manager**

**Salary: £32,000-£35,000 per annum on a pro-rata basis  
 (actual wage £19,200-£21,000 per annum)**

**Hours: 24 hours/week (in addition to occasional evenings and weekends)  
 We can offer flexible working for this post  
Annual Leave: 4 Weeks + statutory holidays on a pro-rata basis**

**Responsible to: Director**

**Responsible for: Marketing & Communications Officer**

**Location: Stonebridge, London Borough of Brent  
 We will consider home-based working options**

Sufra NW London is a Community Food Hub based in the London Borough of Brent that aims to challenge the causes and symptoms of poverty, homelessness and isolation in the local area. Our service revolves around the Food Bank, which collects and distributes over 40 tonnes of food annually, supporting nearly 4,000 people each year.

Alongside the Food Bank, we deliver the following services:

* a Community Kitchen that provides a 3-coure meal for the vulnerable and socially isolated;
* Advice Surgeries that provide support and advocacy on issues related to housing, benefits and employment;
* a Food Academy training children and young people in cookery skills as part of an accredited qualification;
* an Employability Programme that supports people to find work through basic skills training and job brokerage;
* a food growing project on St. Raphael’s Edible Garden that brings together people of all ages and backgrounds to better understand the provenance of food and the principle of urban farming; and
* a Refugee Resettlement Programme that helps newly arrived refugees access housing, healthcare, training and jobs to enable them to build a new life in the community.

We are recruiting a Fundraising Manager to oversee the design and delivery of our Fundraising Strategy and lead on all funding proposals to trusts, foundations and corporate donors. You should have excellent written and oral communications skills, and a strong track-record of grant fundraising from a range of donors and funders. Through your writing, you will convey the charity’s passion and commitment to supporting vulnerable people and demonstrate the impact of our interventions in transforming the lives of beneficiaries.

The successful candidate will be dynamic, influential and have strong networks with an affinity to Sufra NW London’s work. He/ She will show flair in fundraising from multiple sources, develop long-term funding relationships and strengthen the charity’s database of donors and supporters.

This post is offered on an initial 12-month contract. Subject to performance, there is the possibility of renewal as well as extending the role to full-time.

To apply for this role, please submit an Application Form and an Equal Opportunities Form (available on our website) by email to [admin@sufra-nwlondon.org.uk](mailto:admin@sufra-nwlondon.org.uk). We will NOT accept standalone CVs for this role.

**The deadline for applications is Wednesday 19 December 2018 at 5pm, with interviews on Thursday 3 January 2019 and Friday 4 January 2019.**

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**Job Description**

**Main Duties & Responsibilities**

*Develop, manage and deliver Sufra NW London’s fundraising and income generation activities, with particular focus on identifying and securing funding from trusts, foundations and corporate sponsors.*

**Strategy & Planning**

* Undertake primary and desk research to identify potential donors and maintain a current and prospective list of funders;
* Review and update the charity’s fundraising strategy addressing all relevant donor audiences and fundraising methods and techniques;
* Develop a fundraising action plan and timetable, ensuring the strategy is put into action; and
* Agree and deliver realistic and achievable fundraising targets in line with the charity’s strategic goals.

**Trusts, Foundations & Corporate Sponsors**

* Initiate and build relationships with new and existing trusts, foundations and corporate sponsors;
* Match potential funding opportunities to specific services, projects and activities;
* Prepare detailed, accurate and inspiring proposals, applications and bids in line with funding guidelines and policies; and
* Support project staff in preparing and submitting effective monitoring and evaluation reports to funders in a timely fashion.

**Donor Management**

* Develop and update a supporter database to track donation patterns and assist with new fundraising opportunities;
* Maintain existing relationships with committed donors and provide stewardship to ensure their ongoing support; and
* Create new and innovative ways to increase and retain donors and regular supporters.

**Other Fundraising Activities**

* Support the Marketing & Fundraising Officer in planning and delivering a wider programme of community fundraising events, digital appeals and fundraising campaigns; and
* Identify business opportunities to generate significant unrestricted income for the charity.

**Other**

* Recruit and develop a team of fundraising volunteers;
* Produce regular progress reports for the Director and the Board of Trustees; and
* Undertake any other reasonable duties to support the operations of the charity.

**Person Specification**

E = Essential / D = Desirable

A = Application / I = Interview

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| --- | --- | --- | --- | --- | --- |
| **Competency** | **Specification** | **E** | **D** | **A** | **I** |
| **Education** | Educated to degree level or equivalent qualification and/or relevant work experience for at least 3 years | ✓ |  | ✓ |  |
|  | Relevant fundraising qualification |  | ✓ | ✓ |  |
| **Experience** | Developing fundraising strategies and operational plans that engage diverse audiences | ✓ |  | ✓ | ✓ |
|  | Preparing successful funding proposals for a wide range of trusts, foundations, statutory agencies, lottery funders and corporate bodies | ✓ |  | ✓ | ✓ |
|  | Creating budgets for services, projects and events | ✓ |  | ✓ |  |
|  | Monitoring and evaluating outcomes |  | ✓ | ✓ |  |
|  | Volunteer recruitment and management |  | ✓ | ✓ |  |
|  | Community fundraising and donor solicitation |  | ✓ | ✓ | ✓ |
| **Knowledge** | Trusts, foundations and lottery funders | ✓ |  | ✓ | ✓ |
|  | Current fundraising landscape | ✓ |  | ✓ | ✓ |
| **Skills & Abilities** | Excellent written and oral communication skills | ✓ |  | ✓ | ✓ |
|  | Advanced ICT skills | ✓ |  | ✓ |  |
| **Attitude** | Positive, friendly and hard-working | ✓ |  | ✓ | ✓ |
|  | Commitment to the values of Sufra NW London | ✓ |  | ✓ | ✓ |

The post is subject to a probationary period of 6 months.