

Head of Fundraising Job Description



Job Title	Head of Fundraising
Reports to	Chief Executive
Hours	2 days - 16 per week
Salary	£14,600 (£36,500 FTE)
Direct reports	Volunteers
Probation	6 months

Role Purpose: To develop and implement the Centre's mixed fundraising programme for all Centre activities and core costs, building on the programme currently in place, totalling at least £275,000 p/a

Main responsibilities

1. To lead on fundraising activity including:

- developing bids to both large and small charitable trusts
- grants management, including reporting to funders, overseeing project management and evaluation processes
- Fundraising management including maintaining the fundraising portfolio and supporting budget planning
- further developing individual donor, community partnership and corporate income
- Supporting appropriate communication with individual and community donors, including producing a quarterly newsletter
- Further developing and delivering appropriate monitoring and evaluation processes
- supporting development of new projects in line with the strategic plan

2. To contribute to the direction and monitoring of the Centre's fundraising strategy under the direction of the Chief Executive and Trustees.

3. To oversee external communications including the website, social media, promoting the Centre through other media and contributing to the annual report.

4. To lead on fundraising events and other fundraising initiatives where required.

Person Specification

Experience		
	Demonstrable experience of writing high quality applications and securing funding from a range of funders.	Essential
	Demonstrable experience of managing individual and community donors	Essential
	Experience of contributing to the development of a fundraising strategy.	Desirable
	Experience of building relationships with potential funders.	Essential
	Experience of monitoring funding bids and reporting to funders.	Essential
	Experience of working within the NGO, human rights, refugee or education sector.	Desirable
	Experience of working in partnership and/or collaboration with other organisations	Essential
	Experience of working with the media	Desirable
	Experience of updating websites and social media management.	Desirable
	Experience of organising and supporting fundraising events	Desirable
Skills		
	Excellent at writing funding applications.	Essential
	Excellent verbal and written communication skills.	Essential
	Ability to respond strategically to the external environment.	Essential
	Strong administrative and organisational skills.	Essential
	Creative approach.	Essential
	Research skills: Researching and devising strategies, as well as spotting and taking advantage of donation opportunities	Essential
	Budgeting and income management skills	Essential

Islington Centre Aims and Objectives		
	Strong understanding and empathy for the issues faced by refugees, asylum seekers and migrants.	Essential
	Commitment to fulfilling the organisation's strategic objectives.	Essential
	Understanding of the challenges and opportunities of working in a small charity.	Essential
	Understanding of best practice in working with vulnerable people and commitment to working within the organisation's Safeguarding policy.	Essential
	Commitment and understanding to actively promoting the principles of equal opportunities.	Essential