



Job Title: Fundraising Campaign Manager
Reports to: CEO
Location: London
Salary: £40,000-50,000 pa. Open to incentive-based structure.

THE ROLE: An exciting opportunity to work alongside the City Harvest London team (Trustees, senior management and high level volunteer networkers) to plan and manage a £3 million fundraising campaign (spread over the next 3 years) to meet the next phase of the Charity's development and growth.

Main Responsibilities

Work with the City Harvest London team and volunteer networks to further develop the Charity's fundraising plan and to set and deliver funding goals across key income streams: major gifts, grant making trusts and foundations and corporate partnerships by:

Maintaining and expanding the charity's current pool of major donors;

Setting up and delivering a structured programme of approaches to grant making trusts (with the support of the Charity's contacts among grant making trusts);

Preparing plans and pitches for Charity of the Year bids and other corporate partnership funding (with the support of the Charity's corporate contacts and networks);

Developing a wider audience of grassroots donors through an individual giving programme;

Creating or identifying other cost effective fundraising opportunities for the charity and executing them;

Responding to, supporting and encouraging individuals who wish to take part in or organise events to raise money for City Harvest;

Working with the City Harvest team to establish and maintain a supporter database together with regular supporter communications;

Setting up and maintaining income and expenditure reports (and demonstrating a return on investment in fundraising of a minimum of £3 raised for every £1 spent)

Developing and maintaining vibrant supporter involvement with City Harvest to develop and retain relationships;

Representing the organisation at fundraising and networking events.

Contributing to the formulation, setting and controlling of budgets and targets with the fundraising team and finance.

Contributing to the overall running of the organisation as a pro-active and strategic member of the team blending in the organisational values to teams' objectives and practices.

Relevant experience

A track record of up to five years' successful fundraising across the essential income streams.

Ability to work flexible hours including, from time to time, evenings and weekends.

Energy, enthusiasm and flair to work hard and achieve ambitious targets.

Innovative and creative management style.

Qualifications: Degree is expected

PERSON SPECIFICATION

	Essential	Desirable
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • Educated to degree level or equivalent qualification or experience • Experience of working in a multi income stream fundraising management environment • Experience of working within a team and, ideally, within a start up or entrepreneurial setting 	<ul style="list-style-type: none"> • Working in a range of charity and volunteer environments • Expertise in relationship development and management • Demonstrable success in delivering a successful fundraising campaign
KEY SKILLS AND COMPETENCIES	<ul style="list-style-type: none"> • Excellent organisational skills • Ability to plan, balance and cope with competing priorities • Excellent written and verbal communication skills • Excellent presentation skills • Excellent interpersonal skills • Ability to motivate and enthuse staff, colleagues, volunteers and external supporters • High standard of numeracy and budgeting skills • High standard of computer competency and literacy • Proven fundraising with the ability to meet targets • Digital skills: mobile and online giving are an increasingly integral part of the fundraising mix • Innovation skills: new fundraising rules may hinder fundraising and interaction with the public, therefore strong ideas about how to meet fundraising targets in this climate are at a premium, e.g. the impact of GDPR • Budget management skills: to work effectively with limited resources • Time management skills: ability to prioritise and meet deadlines is key 	<ul style="list-style-type: none"> • Public speaking experience • Contemporary understanding and appreciation of social welfare issues • Developed understanding of databases and their application to strategy, • Knowledge and understanding of Data Protection and GDPR
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Strong team working orientation, with the ability and social skills to work collaboratively with staff at all levels • A creative and proactive approach to all areas of work • Commitment to delivering a high quality service • Flexible and adaptable approach to work demands across the whole organisation • Able to maintain strong working relationships with interdepartmental staff, volunteers, donors and sponsors • Understanding and commitment to working within the values of the organisation 	
OTHER	<ul style="list-style-type: none"> • Willing and able to work occasional evenings and weekends to support fundraising • Personal interest in developing the fundraising role and growing within the job 	<ul style="list-style-type: none"> • Driving licence