



Job Description

Fundraising Manager

Contract Type:	Permanent
Hours:	35 hours per week (full time), Mon-Fri
Location:	The work is predominately based in the London Borough of Barking & Dagenham, where we intend to take up office space; in the meantime, the position is largely working from home. You will, occasionally, be required to attend meetings, events or activities outside of the borough.
Salary:	£33,000 to £36,000 (depending on experience)
Annual Leave:	25 days per year plus Bank Holidays
Probation Period:	Three months
Reports to:	Chief Executive

1. Background

Barking and Dagenham Giving is the platform for local people, businesses and voluntary and community sector organisations to commit their ideas, energy and resources to strengthening the things that matter locally.

We are an ambitious, inclusive and independent convener, passionate about collaborative working and with strong insight into the priorities that matter within our borough.

We want to make the local economy work for everyone in B&D and believe that everyone has something to give time, talent, connections, money and resources.

Over the past two years, we have been exploring new forms of participatory grant-making. This has focused on changing power dynamics around funding and building relationships based on trust with our partners. We believe local people are best placed to make decisions about how the issues they face should be tackled and that our role as a funder should be about making sure they have the tools, knowledge, and resources they need to make positive and sustainable change, as defined by them.

For a bit of background to the sort of thinking which informs our work, this resource is a useful starting point: http://grantcraft.org/wp-content/uploads/sites/2/2018/12/DecidingTogether_Final_20181002.pdf

2. Overview of Role

BD Giving's key activities include the distribution of grants to residents, social entrepreneurs and community groups in Barking & Dagenham. Our work in this field has been widely recognised for its innovation and national significance in driving more equitable and inclusive access to resources.

To date we have secured a few significant grants from some of the UK's best known charitable foundations. We now need to think strategically about the organisation's long term sustainability. As BD Giving's Fundraising Manager, the post-holder will build upon this success through the development and implementation of a new fundraising strategy.

This varied and rewarding role will also develop grant fundraising capacity within BD Giving's vibrant network of community partners, including its Children & Young People's Network of youth activity providers (BDCYPN). The Fundraising Manager will support this (and other) local networks, through regular grant prospect research and market scanning; and by driving the development of collaborative funding applications within the community. The role will identify and facilitate strategic partnerships between Voluntary, Community and Social Enterprise (VCSE) groups, helping them access a wider range of local, regional and national funding opportunities through increased collaboration and partnership working.

The post-holder will also work collaboratively with emerging VCSE coalitions to develop compelling fundraising proposals, sharing their bid-writing expertise and funding knowledge as required. The role will also work closely with BD Giving's new Business Engagement Manager to direct relevant donations to BD Giving's new [Community Endowment Fund](#).

3. Main Responsibilities

Develop and implement BD Giving Fundraising Strategy

- Work closely with CEO to develop & implement BD Giving's fundraising strategy by identifying and aligning funding opportunities for our programmes
- Carry out market research and networking activities to ensure up-to-date knowledge and awareness of relevant funding opportunities for BD Giving's programmes
- Act as key point of contact for BD Giving's existing funders, strengthening partnerships through regular communication, timely progress reporting and other opportunities for engagement with the charity's work – including Giving Week and Giving Tuesday
- Liaise with staff, partners and other stakeholders to gather and present a wide range of impact data, including case studies and testimonials for grant project progress reporting
- Work closely with the Marketing & Events Officer to develop/deliver vibrant publicity activities to acknowledge and celebrate the valued support of BD Giving's grant funders
- Develop and maintain annual and three-year fundraising plans, assessing and incorporating new opportunities as these arise, working strategically to meet funder deadlines/timescales
- Lead the development and successful submission of grant applications, garnering support and input as required from key team members, including CEO and Learning & Participation Manager
- Ensure that fundraising activities reflect fundraising best practice standards as defined by the fundraising Regulator and uphold the integrity and core values of BD Giving

Develop local VCSE grant fundraising capacity

- Maintain ongoing market research and networking activities to ensure up-to-date knowledge and awareness of relevant grant funding opportunities for partnering VCSE networks
- Work in consultation with partnering VCSE networks to co-develop and deliver useful information resources (such as funding bulletins & digests) which complement (without

duplicating) existing resources offered by other social infrastructure organisations in the borough.

- Remain well-informed about the specialisms, aims and assets of local VCSE networks, and be proactive in supporting the development of strategic local consortium funding applications
- Arrange and facilitate meetings between prospective local partner organisations
- Support partnership bid development by providing bid-writing support, guidance/advice, and constructive feedback on applications in development – aiming to build local skills/knowledge and experience through this process
- Work with CEO and Learning & Participation Manager to regularly evaluate the impact of local VCSE fundraising capacity building in consultation with the community, ensuring that learning is used to guide the ongoing improvement of support.

General

- As required, represent BD Giving by attending funding information/networking events
- Attend Staff Meetings, and some Board Meetings.
- Be aware of and work to actively implement BD Giving's Policies, in particular Equal Opportunities and Health and Safety Policies.
- Fulfil other duties as directed by the CEO which are appropriate to the role

4. Person Specification

Essential

- Strong belief and enthusiasm for the charity's vision and mission
- Passionate about promoting collaboration, inclusion, and ambition
- Demonstrable track record of securing significant grants and/or contracts from public bodies
- Outgoing and engaging verbal communication style, confident in liaising with a wide range of people (including those at senior level within external organisations)
- Excellent networking and relationship building skills
- Target-focused, entrepreneurial mindset with strong planning & organisational ability
- Ability to create and implement strategic plans
- Flexible, 'can do' attitude, able to take responsibility for leading funding proposals using own initiative, creativity and problem-solving skills where required
- High levels of determination and willingness to take on new challenges and responsibilities
- Ability to influence and inspire through effective and persuasive communication
- Strong research and analytical skills, and talent for conveying complex information/ideas eloquently and clearly through written, phone and face-to-face contact
- Good numerical skills and confidence in interpreting/presenting financial information and other numerical and statistical data
- An eye for detail and ability to draft fluent and error-free proposals
- Ability to adapt written language and tone as appropriate to audiences
- Computer literacy (Microsoft Word, Excel, Outlook, PDF, PowerPoint and CRM/database products), using templates, formatting, house style and branding
- Conscientiousness in maintaining electronic information records with due consideration of confidentiality, information governance legislation and fundraising best practice standards

- Familiarity with the UK & Greater London grant funding landscape and key sources of information (including funding bulletins, newsletters and online databases e.g. Funding Central)
- Ability to work alone or as part of a team

Desirable

- Experience of working in the charity / not for profit sector in a fundraising or development role
- Experience of building relationships with local community groups
- Member of Institute of Fundraising or similar body
- Formal education or training in fundraising, marketing communications, or copywriting
- Educated to degree level
- Knowledge of/interest in participatory approaches to community funding & development
- Previous experience of managing and/or coaching fundraising teams
- Interests in developing skills and knowledge in community engagement & social change
- Knowledge and understanding of relevant equal opportunities issues, particularly barriers to participation for certain sections of the community and how these might be addressed.

5. Find out more and/or apply

Like the sound of the role but not sure if you have the right experience? We're always happy to have an informal chat. Please contact us at hello@bdgiving.org.uk and we'll arrange a phone conversation with you.

Once you're ready to apply please send your **CV and a covering letter of no more than one A4 side** to geraud@bdgiving.org.uk.

If invited to interview BD Giving will require all applicants to provide documentary evidence of their right to work in the United Kingdom. It is the organisation's policy, that all applicants comply with this request. We are currently unable to accept applications from candidates who do not have the right to work in the United Kingdom.

Closing Date: 10/10/2021

We will be inviting candidates for interview as applications arrive, we therefore reserve the right to bring the closing date forward.

At BD Giving, we believe that a diverse workforce leads to an organisation that is more innovative, more creative and gets better results.

We want our workforce to represent the diversity of the people and communities we work with. We also want our workplace to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

This means that when we are recruiting, we actively seek to reach a diverse pool of candidates. It also means that we are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

We recognise the importance of a good balance between work and home life, so we do everything we can to accommodate flexible working, including working from home, compressed or part-time hours, job shares and other arrangements.

Please just let us know in your application or at any stage throughout the process (and beyond) if these are options you would like to explore.

