

Fundraising Manager – job description

27 May 2019

Refugee Support Europe is a small, dynamic charity (1174070) that relies on caring volunteers to deliver our aid with dignity. With the help of over 700 volunteers from over 40 nations, we have supported many thousands of refugees in Greece, Bangladesh, Mexico and Cyprus since April 2016. We have been operating as a charity since July 2017.

We are currently supporting 3 refugee camps in Greece and just started a new 'Dignity Centre' service in Cyprus. We have built a well deserved reputation as one of Europe's leading volunteer NGOs.

We have launched a new 3 year growth and development plan to go where we are needed, set up vital services and distributions, and offer refugees the opportunity to rebuild their lives. You can see that here: <https://www.refugeesupport.eu/a-3-year-plan-for-refugee-support-europe/>

As part of that plan, it is clear that we need an experienced Fundraising Manager to manage our growing group of donors and increase donations. You will be working closely with the CEO and a great group of supportive and highly committed volunteers.

This is a great opportunity to work with an organisation that is doing vital work for people who are poorly served by government and other organisations.

Everyone in the organisation works remotely so this would be perfect for an experienced professional who can work from home 3 days a week.

1. Main Responsibilities

- Help to develop and implement our fundraising strategy to maximise income and return on investment
- Ensure that volunteers have all the resources they need for fundraising
- Proactively lead on the development of our fundraising programme keeping abreast of relevant external events
- Attract new supporters and build ongoing two-way engagement programmes
- Build longer term relationships with existing donors and volunteers encouraging regular giving and segmenting our communications to fully reflect the supporters' relationship with us
- Work with the CEO and our volunteers to steward relationships with existing and new donors
- Work with the communication team and volunteers to promote our message
- Manage and monitor income and expenditure to provide accurate monthly and quarterly forecasts
- Help our Event Manager (volunteer) to promote and develop our fundraising events
- Ensure fundraising compliance with all relevant charity law, regulations and codes of practice

2. Qualities & Experience

- Strong track record of fundraising success
- Commitment to the organisation and an enthusiasm for supporting refugees
- Excellent communication skills, including digital skills

- A collaborative working style
- Demonstrable experience of motivating, managing and developing relationships with donors to secure donations and long-term support
- Budget management experience
- Experience of managing research to identify prospect donors
- Experience of working with the CEO and volunteers

3. Time and Money

- To start, it is envisaged that this will be a 3 day a week job on a one year fixed term contract which could be extended
- The salary is £30,000 pro rata so £18,000 for 3 days a week plus 4 weeks holiday. However, we can be flexible for the right candidate
- The position will have a 6 month probationary period with either of us able to terminate employment with a week's notice

4. Applying

- In the first instance please send your cv and a covering letter, explaining how you fit the role, to Paul Hutchings paul@refugeesupport.eu