



## Fundraising Manager

- Move The World, International Development Education Charity - with operations in Ghana
- Remote working with access to London
- £29,000 Annually Pro-rata
- Permanent, Part-time, 2 days (16 hours) a week to be worked flexibly

### Job description

We're looking for a Fundraising Manager to join our small UK team to help us reach out to new funders including trusts and foundations, companies and individuals. The role will focus on partnerships and will support all aspects of fundraising including community, events and individual giving.

Move The World is growing, and this new role will be dedicated to continuing this trend. It's a broad remit to maximise all the opportunities that arise – as a small international development charity, we work dynamically, adjusting to the most pressing need at any time. You'll embrace this culture and enjoy being responsive. You'll need to be passionate, personable and well organised. You'll manage your own partnerships as well as supporting existing ones. You'll take the lead on going out to seek new mid-level partnerships.

This role will be home-based, but you'll need to be able to travel to London for one - two days a month to meet with our UK team.

### Your main responsibilities

#### Partnership Management (70%)

- Write and submit applications to a range of funders, including working with our programme team to develop the applications and gather the information you need to create the application
- Monitor fundraising activities and fundraising budget and ensure we're on track to meet the annual fundraising target
- Research and develop relationships with companies, major donors, trusts and foundations, and manage our pipeline
- Engage with potential, existing and previous funders to identify funding opportunities
- Write and submit inspiring reports for existing funders



- Research corporate trusts and grant processes and submit applications particularly with a focus on education / youth skills and international development charities
- Lead on due diligence processes for funders

#### Individuals, Community and Events (30%)

- Make our donors feel brilliant by stewarding their gifts with personal emails and ongoing contact
- Improve our regular giving process
- Support the delivery of our virtual and in person fundraising events (challenge events, annual gala and other events)
- Support individuals that are fundraising for us
- Support our individual giving campaigns including The Big Give

You must have or be all of these:

- At least three years' experience of charitable fundraising
- Experience of cultivating relationships with trusts, foundations and/or corporates
- Experience of researching and managing a fundraising pipeline
- Experience of using a fundraising CRM (we use Beacon but experience in any CRM will be transferable)
- Plenty of experience using Excel and Microsoft Word or Google Sheets and Google Docs
- Great organisational skills – you need to be able to multitask and prioritise your own workload
- Strong communication skills – we work remotely but we are all in touch a lot, you need to be happy to be part of this remote team and stay in touch about what you're doing
- Good digital acumen – you can't be a technophobe

It would be great if you had some of these:

- Experience in either education or international development
- An understanding of individual giving
- Understanding of communications, in particular social media and newsletters
- Experience of putting together fundraising resources and newsletters, using Canva or Indesign
- Experience of digital fundraising including Facebook

You're likely to be a great fit if:

- You enjoy communicating with donors and sharing a cause with them
- You're passionate about international development
- You are happy to work independently
- You have a flexible approach to your work. As a small charity, everyone in the team has to do things that aren't in their job descriptions



You'll need to be able to travel in the UK to meet with partners, and when travel restrictions are lifted there will also be potential for international travel.

First stage interviews will be conducted over Zoom on the 2nd and 3rd September, with final interviews will take place on 10th September in London.

### Application Instructions

Please include your CV and a covering letter. We'd love to hear why you think you're a good fit for the role at Move The World.