



Fundraising Manager

A note from our CEO

For over 40 years, The ClementJames Centre has been offering local people the skills, knowledge, opportunities and support they need to achieve their potential. We have come a long way in that time – from a straightforward homework club to a well-established community support charity, transforming the lives of close to 3,000 people each year.

Our dedicated staff team is essential to the success of everything we do. Together, we work towards creating a fairer society where everyone is empowered to release their potential and live fulfilled lives. Working at ClementJames will put you at the forefront of making positive social change, helping local children and adults to grow and succeed.

Our programmes and services have expanded substantially over the past five years and we have exciting plans for further development. At this important time, we are looking for a high calibre candidate to join our team as a Fundraising Manager. You will work with the CEO, Fundraising Officers and Fundraising & Development Committee (a planning group which consists of staff, trustees and volunteers) in all aspects of income generation. In this role, you will oversee fundraising systems/procedures, support in the management of existing funding streams, the development of corporate giving and an ambitious capital fundraising campaign. You will manage two Fundraising Officers and support the CEO who has overall responsibility for income generation. Importantly you will be able to think creatively, have strong interpersonal skills and help ensure that our supporters and partners have a genuine enthusiasm in investing in the long term growth of the organisation

ClementJames recently introduced a 9 day fortnight policy through which, staff members will work 9 days over a fortnight and have every other Friday off. We have introduced this as a way of prioritising staff wellbeing, and ensuring individuals have a strong work-life balance. As Fundraising Manger, this policy will apply to you.

If you would like to join a dynamic, innovative organisation, then The ClementJames Centre could be the perfect career choice for you.

Dami Solebo



Job Purpose

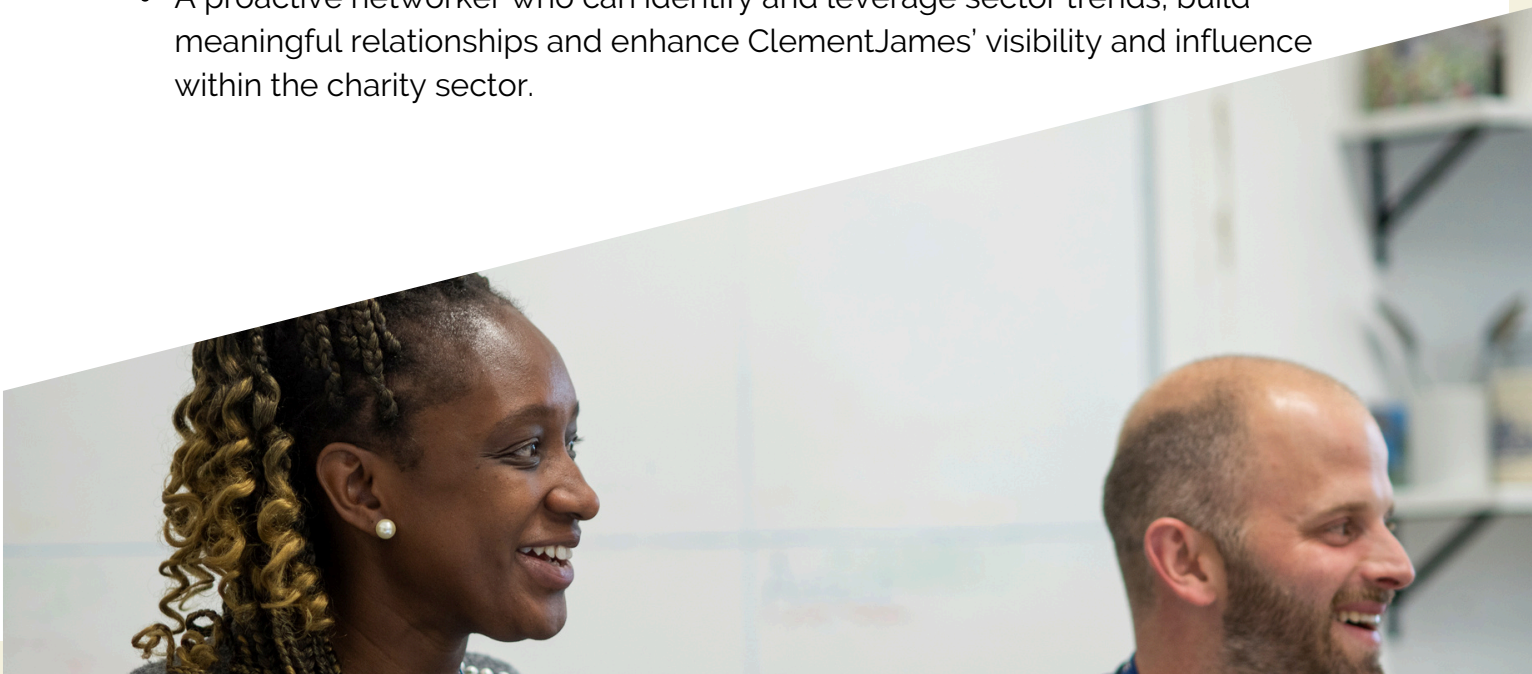
As Fundraising Manager you will work closely with the CEO to grow charitable income and philanthropic support from the local authority, individuals, trusts and foundations, corporate companies and other areas. You will help drive the charity's work forward and work closely with our project teams and see the direct impact of your efforts. You will manage a team of two Fundraising Officers and work closely with our Development Board, a team of committed volunteers who help ClementJames coordinate fundraising events and build relationships with our donors.

This role will provide you with the opportunity and responsibility to build on our successful fundraising and extend our appeal to new supporters, as well as maintaining our existing supporters. The CEO will have ultimate responsibility for developing the fundraising strategy and you will play a vital role in developing and implementing approaches to achieve our goals and support our mission.



Person Specification

- Ability to demonstrate strong leadership skills, and the ability to be an inclusive and supportive manager;
- A strong track record of creating and implementing successful fundraising strategies that deliver significant donations or grants;
- Proven track record of setting, forecasting and achieving targets;
- Experience of engagement with different funding organisations and donors;
- Solid understanding of the creative processes that make a compelling case for support;
- Knowledge of fundraising databases and how data can support improved donor targeting, cultivation and stewardship;
- Financial acumen to set realistic budgets and performance forecasts;
- Excellent IT skills, a high level of computer literacy and experience of using a range of IT applications including MS Word and Excel;
- Creative approach that can be harnessed into practical, entrepreneurial fundraising activities;
- Strong written skills that will influence funders and strengthen a case for support;
- A proactive networker who can identify and leverage sector trends, build meaningful relationships and enhance ClementJames' visibility and influence within the charity sector.



Main duties and responsibilities

Key Relationships - Internal

The post holder will work closely with the Chief Programmes Officer and Managers to ensure they understand the organisation's programmes. They will help coordinate the Development Board, which meets at least three times a year and coordinates fundraising events. Additionally, they will provide sufficient financial reporting information to the Operations team.

Key Relationships - External

The post holder will be responsible for developing and maintaining relationships with donors and supporters including local authority commissioners, trusts and foundations, corporate partners

Main duties and responsibilities

Line management

- Provide line management and supervision of the fundraising team, inclusive of but not limited to, training, probation reviews and appraisals;
- Support direct reports with their professional development;
- Ensure that direct reports meet their KPIs;

Responsibilities

- Ensure that all targets related to the fundraising are being met;
- Ensure that fundraising team have a suitable pipeline of opportunities;
- To maintain the delivery of high-quality funding applications (to include statutory, trusts and foundations and corporates);
- To strategically plan and deliver a funding timetable to meet the needs of the charity's expansion plan – this will include identifying and applying to new funders;
- To ensure that the monitoring and reporting requirements of current funders are met;

Key Skills & Experience

- To oversee the organising of fundraising events which may require occasional evening work;
- To nurture relationships (by media and written communications, telephone calls and face-to-face meetings) with fundraising contacts, including individual donors;
- To oversee all fundraising systems/procedures, including keeping accurate and up-to-date records about donors and their requirements and tracking funding applications;
- Work with the operations team to ensure that restricted and designated funds are managed according to funder's wishes.

General

- To play an active role in Senior Leadership Team contributing to the strategic objectives including our Diversity, Equality and Inclusion ambitions;
- To positively promote the work and activities of the charity at all times.

Any other job-related duties as assigned

Although core duties of the post are set out above, a flexible approach to work is essential. The post holder may be required to adapt the above duties to take account of changes in work practices and to ensure compliance with all necessary regulations and legal requirements; and to undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.



Safer Recruitment


As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of children and adults at risk.

Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluation information from and about candidates to ensure that all persons appointed are suitable to work with our children and adults.

The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Our principles:

- Always seek to recruit the best candidate for the role based on merit, including their skills, experience, motivation and competencies. Our robust recruitment and selection process should ensure the identification of the person best suited to the role and the organisation.
- Committed to diversity and equality of opportunity and will interview all applicants (internal and external) who self-declare at application as having a disability, and who meet the minimum requirements in the person specification of the vacancy applying for.
- We will make reasonable adjustments at all stages of the recruitment process in order to enable successful candidates, who declare disabilities, to start working or volunteering with us.
- Any current member of staff, volunteer or client who wishes to apply for vacancies and is suitably qualified will be considered and addressed fairly and objectively based on their merit.
- As an organisation committed to safeguarding, we will ensure all under 18's joining the organisation will have ongoing risk assessments to ensure their role and activities are safe and appropriate.
- All documentation relating to candidates will be treated confidentially in accordance with the GDPR legislation.

A woman with brown hair, wearing a grey sweater and a blue lanyard with 'STAFF' written on it, is engaged in a conversation with two men in dark suits. They are in a room with a white wall in the background that has some blurred text and a shelf with colorful items.

To find out more, please contact:

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Registered Charity No. 1009253; Company Registration No. 2677427