



Fundraising Manager

£30,000+

Full time – 35 hours pw

2-year contract

This is an exciting opportunity to join one of central London's leading educational charities, Vauxhall City Farm.

Covering two acres, the farm is home to over 100 animals and for 44 years has given visitors from far and wide the opportunity to experience life on a farm making the use of its green space by offering a range of visitor experiences, education and training programmes, volunteering, horse riding, and events.

Despite the impact of the pandemic, we have been very successful in building our income from trusts, foundations, corporate and statutory sources. We are also launching a new capital appeal to redevelop our community gardens, riding arena and other aspects of the Farm. We are now seeking an exceptional fundraiser who can continue to grow our income and build on our success.

The Fundraising Manager will work closely with the CEO, as well as the rest of the team to apply for revenue and capital funds.

The successful candidate will build relationships with potential and existing funders and be able to translate our impactful educational, environmental, recreational and therapeutic programmes and ambitions into compelling funding proposals. As the sole fundraiser within the team, supported by the CEO and Finance Manager, the role will be both challenging and exciting, offering opportunities to grow your expertise, particularly in corporate and individual giving.

Our ideal candidate will be a self-starter as well as a team player, highly motivated with strong communication /writing skills and demonstrable experience of securing grants and building relationships with Trusts and Foundations.

Application: Please send your CV and a cover letter (**no more than 1 side of A4 minimum font size 11**) outlining how your experience fits the role specification

Submit to: recruitment@vauxhallcityfarm.org with 'Fundraising Manager Vacancy' included in the email subject box.

Deadline: **Midday - 19th April 2021**



Job Title	Fundraising Manager
Department/Section	Core Operations
Accountable to	Finance Manager
Salary	£30,000+
Main Purpose of the Job	To lead the development of VCF's fundraising from Trust and Foundations which make up circa 75% of our income and support income generated from corporates, statutory sources, individual giving and events. To support the development of the VCF Fundraising Strategy.
Main Responsibilities	<ol style="list-style-type: none"> 1. Lead on developing short, medium, and long-term fundraising strategies and income targets for Vauxhall City Farm projects. 2. Research and manage a pipeline of funders from Trusts, Foundations, government, lottery, corporates and private donors. 3. Attract, build and secure long term and increased funding across a range of target markets. 4. Develop donor relationships, produce and submit grant proposals, expressions of interests and donor reports. 5. Oversee compliance with funding requirements, deadlines and donor and financial reporting in collaboration with the Finance Manager.
Key tasks	<p>Trust and Grant-Making Bodies</p> <ul style="list-style-type: none"> • Build on relationships with existing Trust and Foundation supporters, writing reports to meet deadlines and submitting further applications for funding. • Lead on managing, identifying and approaching Trusts and Foundations that have not previously supported VCF's work, building on an annual calendar of key prospects. • Write tailored applications, addressing grant-making priorities or requirements as specified by individual Trusts and Foundations. • Develop and maintain reporting and application systems and co-ordinating information with project/programme managers. <p>Corporates Work with the Senior Team to:</p> <ul style="list-style-type: none"> • Manage existing and identify new corporate partnerships, maximising engagement with employees and financial contributions.



	<ul style="list-style-type: none"> • Manage the relationship with payroll giving agencies and other organisations in order to increase the number of regular givers who support VCF's work. • Develop, promote and market VCF sponsored challenge events (marathons, walks, cyclethon etc.). • Manage bookings for corporate challenge days. <p>General/Management</p> <ul style="list-style-type: none"> • Support processes and systems to ensure all VCF material shared with funders is of a good quality. • Assist project/programme managers to develop work plans and allocation of grant expenditure to ensure compliance with donor requirements. • Maintain organised and accurate records/database of all fundraising information. • Research funding initiatives and ideas to support areas for growth for our fundraising. • Participate in the day-to-day work of the organisation – such as reporting, attending team and Board meetings as required, and taking a flexible approach to general administrative and support tasks. • Work closely with the CEO and Finance Manager in the preparation of annual income budgets. • Participate in staff appraisals and appropriate training for the role. <p>Communications</p> <ul style="list-style-type: none"> • Contribute to the drafting and production of the Annual Review and Newsletter. • Ensure the website fundraising and communications information is up to date. • Collate case studies, photographs and information from the Farm. <p>Volunteers</p> <ul style="list-style-type: none"> • Recruit, induct and supervise volunteers as required to support the fundraising function.
1. Key Results/Objectives	<ul style="list-style-type: none"> • Fundraising targets are met. • New donors/supporters recruited. • VCF is financially sustainable. • VCF's programmes are fully funded.



Fundraising Manager

Person Specification

Experience

- Demonstrable experience ideally with a focus on Trusts and Foundations, or also with Corporates, government and individual funding.
- Proven record of successful applications for substantial funding from Trusts and other grant-making bodies.
- Demonstrable ability to develop relationships with Trust partners or Corporates.
- Experience of researching funding opportunities from Trusts, Corporates or other income streams
- Working within a charitable environment.

Skills and Competencies

- Excellent communication skills – both written and oral and the ability to inspire confidence and enthusiasm.
- Demonstrable knowledge of UK Trusts and Foundations and Corporate Giving.
- Ability to demonstrate initiative, be a self starter and work well under pressure.
- Ability to understand and generate budgets.
- Strong time management and organisational skills with an ability to prioritise own work, attend to multiple assignments and pay attention to detail.
- Able to work as part of a small team on different projects.
- Ability and willingness to travel for work.
- High standard of computer literacy (Excel, Word, Power Point, Gmail and the internet).
- Willingness to work occasional evenings and weekends as required.

Desirable

- Knowledge of contracts and VAT issues desirable.
- Knowledge or experience of visitor attraction sites.

April 2021