

Fundraising Manager

Full time, six-month contract (with possible extension)

Camberwell, London

Introduction

Book Aid International is the UK's leading book donation and library development charity. We work in over 25 countries, bringing the gift of reading to millions of people who would otherwise have no access to books.

In 2018 we sent over 1.2 million books to over 100 organisations around the world, and raised over £2 million to fund our work, entirely in voluntary income.

We are supported by thousands of individuals and by many organisations in the UK who share our conviction that **books change lives**.

The Role

This is an exciting opportunity for someone to join a friendly and dynamic Fundraising Team. The Fundraising Manager (FM) is an interim appointment, responsible for all the corporate fundraising in the organisation and supporting the Trusts and Foundations Manager and the rest of the team in raising income for the charity.

The FM will work closely with the Programmes Team, reporting on funding opportunities from current and new funders and identifying suitable funders for the various elements of the project programme.

They will source unrestricted funding for the book provision programme, working closely with the Senior Management Team.

They will also manage the relationships with all corporate and some trust funders, coordinating and writing applications for funding and reporting on grant expenditure and project delivery.

In addition to this they will support the rest of the Fundraising Team on activities as directed by the Head of Fundraising. The six-person Fundraising Team is currently led by the interim Head of Fundraising and is responsible for raising all Book Aid International's voluntary income, currently at c £2m p.a. This role will report directly to the Head of Fundraising.

Responsibilities

Corporates

- Manage an existing portfolio of corporate donors and funded projects and activities
- Manage applications for new corporate funding, and report on project funding received
- Attend meetings with corporates, supplying comms where required
- Organise funder visits and corporate volunteering

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- Respond to new opportunities for corporate income generation
- Any other tasks as directed by the Head of Fundraising

Trusts

- Manage applications and reporting for small trusts
- Support the incoming Trusts and Foundations Manager with applications and reporting
- Any other tasks as directed by the Head of Fundraising

Fundraising support

- Support the individual giving team on any fundraising tasks as direct by the Head of Fundraising

Requirements

Essential

- A minimum of two years' experience of fundraising from corporates and trusts
- Demonstrable success of securing five figure grants
- Excellent creative proposal writing combined with the ability to demonstrate clear outcomes and impact
- Excellent written and verbal communication skills with excellent copy writing and proof-reading ability
- Proven analytical skills and the ability to think strategically in relation to fundraising
- Experience of preparing, controlling and presenting budgets and working knowledge of charitable financial accounts
- Confidence and ability to represent Book Aid International externally
- Sound understanding of international development issues
- Good computer skills including Word, Excel, and databases (Raiser's Edge in particular)
- Ability to manage own workload and work to tight deadlines
- Ability to work effectively with others and in a team

Desirable

- Knowledge or experience of project development tools such as log-frames, and project cycle management
- Knowledge, understanding and interest in social, political and economic issues relating to development and Book Aid International's programmes and partners, in particular those affecting education, information provision and literacy

Attitude

- Ambition to support a charity
- Ability to think creatively
- Excellent attention to detail
- Strong organisational skills
- Excellent team player
- Excellent interpersonal skills.

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