

Job description

Job title:	Fundraising Community Manager
Based at:	The Integrate Agency CIC, Impact Brixton, 17a Electric Lane, London SW9 8LA
Employment terms:	Salary £36,000 - £40,000 5 days a week – 37.5 hours 6 month probationary period
Reporting to:	Chief Executive Officer
Responsible for:	The City Bridge Foundation funded fundraiser’s support programme and related community fundraising activity

Role Purpose
<p>The role purpose is to catalyse capability development in Lambeth’s VCSE fundraising workforce, to develop the fundraising directors of the future from the existing talent pool and to immediately provide the sector which much needed fundraising capability training and support.</p> <p>A dedicated and experienced trusts and foundations grants bid writer and fundraiser to train, inspire and develop local fundraisers, particularly those recently thrust into the role due to the lack of workforce. The role will lead a supportive network of learners via platforms such Slack and Facebook, whilst providing ad hoc fundraising strategy development for Lambeth charities and social enterprises including staff retention and recruitment.</p>
Key Responsibilities
<ol style="list-style-type: none"> 1. Develop and deliver an engaging curriculum to teach local fundraisers the art of grant application writing, ensuring that participants gain the knowledge and skills needed to become successful professional fundraisers in the VCSE. 2. Create a supportive and collaborative learning environment, fostering strong relationships between learners and helping them to build a network through Slack and similar platforms. 3. Facilitate communication and knowledge-sharing between participants, encouraging them to share their experiences and learn from one another. 4. Provide fundraising, income generation and fundraising staff retention and recruitment support for Lambeth charities and social enterprises on a day to day basis. 5. Monitor the progress and success of participants, providing regular feedback and adjusting teaching methods as needed to ensure continued growth and improvement. 6. Work closely with local VCSE, foundations, and community organisations to identify potential partnership opportunities, raising awareness of our programme and driving engagement. 7. Stay up-to-date with the latest trends and best practices in grant writing and fundraising, continuously enhancing the curriculum and sharing new knowledge with learners.

Qualifications and Experience
<ol style="list-style-type: none"> 1. A minimum of 3 years of experience in grant writing and fundraising, with a proven track record of success. 2. Experience in teaching or training, ideally in a related field, with the ability to engage and motivate learners from diverse backgrounds. 3. Excellent communication and interpersonal skills, with a passion for helping others succeed. 4. Strong knowledge of grants and fundraising practices, including an understanding of various funding sources, application processes, and requirements. 5. Experience using Slack or similar communication platforms to facilitate collaboration and knowledge-sharing. 6. A proactive and solutions-oriented mindset, with the ability to adapt to changing circumstances and prioritize tasks effectively. 7. A commitment to the mission and values of our organization, with a genuine desire to support the growth and success of Lambeth charities and social enterprises.

Person specification

1. Education and Qualifications:	Essential	Desirable
Bachelor's degree or equivalent experience in a related field (such as grant writing, fundraising, communications, or non-profit management).	X	
Advanced degree in a related field (e.g., non-profit management, education, or social work).		X
Relevant certifications or qualifications in grant writing, fundraising, or teaching (such as CFRE, IoF, or QTS).		X
2. Experience:		
A minimum of 3 years of professional experience in grant writing and fundraising, with a proven track record of success in securing funding from trusts, foundations, and other sources.	X	
Previous experience in teaching, training, or mentoring, ideally in a related field.	X	

Experience working with or in non-profit organisations, social enterprises, or community groups.		X
Experience in community fundraising, event planning, or volunteer management.		X
Familiarity with the local funding landscape in Lambeth and the surrounding areas.		X
3. Skills and Abilities:		
Exceptional written and verbal communication skills, with the ability to effectively convey complex information in a clear and concise manner.	X	
Strong interpersonal skills, with the ability to build rapport with learners, colleagues, and partners from diverse backgrounds.	X	
Demonstrated ability to develop and deliver engaging, high-quality training materials and curricula.	X	
Proficiency in using technology to facilitate learning and collaboration (e.g., Slack, video conferencing, and learning management systems).	X	
Ability to work independently and as part of a team, managing multiple tasks and meeting deadlines in a fast-paced environment.	X	
Strong problem-solving skills and the ability to think creatively to overcome challenges.	X	
Proficiency in using data analysis and visualisation tools to track and report on learner and programme performance.		X
Knowledge of additional languages, particularly those spoken within the Lambeth community.		X
4. Personal Attributes		
A passion for and commitment to the mission and values of Integrate Agency CIC.	X	
Empathetic and supportive, with a genuine desire to help learners and the community succeed.	X	
Adaptable and flexible, with the ability to navigate change and uncertainty.	X	

A high level of professionalism, with the ability to represent Integrate Agency CIC effectively in all interactions.	X	
Active involvement in local community initiatives or organisations.		X