

Post: Fundraising Manager (part-time)
Responsible to: Chief Executive Officer
Hours of work: 22.5 hrs per week
Remuneration: £21,600 per annum (£36,000 pro rata)
Location: London + remote hybrid (subject to agreement)

CONWAY HALL IS THE HOME OF ETHICS

As an independent home for ideas and culture, we support diverse communities to engage with ethics through learning, conversation, and creativity, exploring the defining questions that shape our daily lives.

Role

Reporting to the Chief Executive Officer, this key hands-on role of Fundraising Manager will meet financial targets and increase the profile of the organisation and its activity.

This will be achieved by maximising philanthropic giving at the individual level and with trusts and foundations, as well as delivering fundraising events, working with stakeholders and promoting the work and social impact of the charity.

Main duties and responsibilities

Working closely with the Chief Executive Officer – and in collaboration with the Programmes team, Trustee Development Board, and other colleagues - the Fundraising Manager will:

- Proactively seek out funding opportunities in all sectors, cultivate prospective donors and achieve donation targets.
- Prepare and submit trust and foundation funding applications to meet or exceed targets.
- Drive fundraising income generation by ensuring that Conway Hall's online presence is up-to-date, engaging and provides ease of giving.
- Devise and deliver campaigns and communications related to Conway Hall's membership offer, fundraising aims/events and activities.
- Maximise initiatives to increase income received from members, donors and stakeholders, such as Gift Aid.
- Implement loyalty ladder progression, including communications with members, donors, patrons and stakeholders to grow and maintain strong relationships.
- Maintain GDPR compliant donor information and ensure that all donation points of sale are managed effectively.

General

1. Comply with Conway Hall's policies, such as health and safety, equal opportunities, etc.

2. Support the measurement and evaluation of the charitable work of the Society.
3. Actively encourage a culture of fundraising throughout Conway Hall's activities and staff.
4. Attend meetings and events when required, including staff meetings.
5. Participate actively in the life of the Society and venue.
6. Adhere to GDPR guidelines, e.g. with donor information.
7. Undertake training, as required.
8. Any other reasonable duties as required by the Chief Executive Officer.

Person Specification

ESSENTIAL EXPERIENCE

- 5 or more years of fundraising/development experience in the Charity/Arts sector.
- Specific knowledge of funding bodies in the Charity/Arts sector, and a consistent track record of successful applications.
- Thorough knowledge of Content Management Systems (such as Wordpress), CRM systems (such as Ticketsolve and Mailchimp).
- Working knowledge of social media platforms.
- Excellent administrative skills and experience of using a range of Microsoft Office applications.

DESIREABLE EXPERIENCE

- Copywriting experience.
- Some marketing experience.
- Adobe / Canva experience
- Knowledge of one or more subject matters in the Society's field of interest.

SKILL AND ABILITIES

- Well organised, with the ability to work on multiple projects concurrently, meet deadlines and plan and prioritise workload.
- Ability to work supportively and collaboratively within a team, as well as independently using own initiative.
- A creative thinker with a positive, flexible and solutions-focused approach.
- Committed to achieving high standards with the resources available.
- Outstanding interpersonal and communications skills.

Terms

Salary:	£21,600 per annum (£36,000 pro rata)
Hours:	22.5 hrs per week
Pension:	An optional stakeholder pension scheme is available. Employee contribution of 3% is matched by 5% from the employer
Holidays:	14.5 days per annum, plus bank holidays and 1 week over Christmas
Probation period:	3 months

To apply, please:

1. Complete our Equality, Diversity & Inclusion monitoring form here:
<http://bit.ly/3L9UpaY>
2. Send a CV and covering letter detailing how you meet the person specification to Dr Jim Walsh, CEO, at ceo@conwayhall.org.uk.