



## **Migrant Voice**

### **Fundraiser/Business Development Manager**

#### ***JOB DESCRIPTION***

**Name of organisation: Migrant Voice**

**Job title:** Fundraiser/Business Development Manager

**Position:** 2 days per week

**Responsible to:** Director

**Salary:** £30,000 pro rata

**Working hours:** 8 hours per day (inclusive of 1 hour lunch). We can be flexible with working days and hours for an exceptional and experienced candidate

**Where:** Ideally the postholder will be based in London, but we can be flexible. The role can be largely homebased in the UK, with office space provided in London if required.

**Start Date:** June 15, 2021 to be agreed with the successful applicant

**Contract:** 10 month fixed contract until April 14, 2022 (This may be renewed, subject to funding)

Date written: 10.05.2021

#### **About the organisation**

Migrant Voice's mission is to put migrants at the centre of debates about migration, for we believe it is those with lived experience who are best placed to speak. We mobilise and train migrants to contribute to debates that affect them and create opportunities for migrants to speak out in a society where they are rarely heard. By speaking out in the media, in public or political spaces, they contribute to improving attitudes towards migrants, counteracting xenophobia and hostility, developing greater understanding and support for migrants' rights, and pushing for policy change to meet their needs and aspirations.

#### **Job summary:**

We are looking for an enthusiastic, self-motivated and proactive Fundraiser and Business Development Manager to join our team. We have recently been awarded funding and require an expert in fundraising, income generation, partnership building, and organisational development in the UK to deliver key areas as described below.



The successful candidate will have a strong track record of securing funds from small and large trusts and foundations, communities, corporates, major donors, and individuals. They will help the organisation achieve financial sustainability and growth through identifying new funding and development opportunities for new income streams, while also submitting a number of bids to trusts and foundations.

**Duties and responsibilities:**

- Lead on the implementation of our new fundraising strategy and its continuous development.
- Work closely with the senior leadership team and the Sustainability group.
- Achieve, and where possible exceed, the income generation targets for the organisation.
- Lead on bid writing to Trusts and Foundations to ensure financial stability and growth.
- Identify potential new funders for core and project work in relation to the strategic plan and maintain good relationships with existing ones.
- Develop and increase the organisations' proportion of income generated from donations, and income generated from CSR, legacy, individuals, crowdfunding, community activities, etc.
- Develop new project ideas in line with our strategic plan and fundraising strategy, including partnership projects.
- Work closely with other staff to gather information and case studies that can be included in bids and new projects.
- Work with the finance team to prepare annual budget for the fundraising strategy and develop budgets for each new bid.
- Keep abreast of charity law and abide by the Charities Act, Fundraising Regulator and General Data Protection Regulation.
- Analyse and evaluate all fundraising activities to ensure maximum impact.
- Ensure fundraising activities and asks accurately reflect and highlight the values and work of the organisation and the individual projects.
- Ensure regular engagement with supporters and sponsors is maintained, to build and maintain strong relations with all stakeholders.



## **Person specification**

### **Essential criteria**

- Strong track record of delivering against fundraising targets and developing a fundraising strategy
- Strong track record of securing funds from small and large trusts and foundations, communities, corporates, major donors, and individuals
- • Ability to effectively and accurately communicate the organisations' values, strategy and work to funders and other stakeholders
- Excellent knowledge of the UK fundraising landscape and key trusts and foundations
- Excellent bid writing skills
- Experience in developing project ideas for bids in relation to an organisation's strategic plan
- Experience of producing budgets for fundraising
- Experience in monitoring and evaluation fundraising outputs to drive success
- Experience of delivering fundraising appeals and pitching and presenting to funders
- Experience of writing copy for general fundraising communications
- Excellent ability to be self-directing, work on own initiative, prioritise workload and meet tight deadlines
- Excellent verbal and written communication skills, including the ability to produce content for fundraising appeals
- Excellent computer skills
- Sensitivity and discretion in dealing with confidential information

### **Desirable**

- Understanding of the migration sector in the UK
- Good knowledge of the key issues that affect migrants and refugees
- Experience in digital fundraising or marketing