



RECRUITMENT STATEMENT

Doorstep Library is committed to safeguarding and promoting the welfare of children, young people, and all those it comes into contact with. All employees undergo rigorous safer recruitment processes including specified interview questions, a DBS check, and the collection of written and/or verbal references. Safeguarding training is a mandatory part of the induction process for all employees, and employees are expected to always adhere to our safeguarding policies and procedures.

JOB SUMMARY

Job Title: Fundraising Manager
Contract Type: Full Time, 6 month contract
Hours per week: 35 (excluding lunch break)
Working pattern: Mon-Fri
Main Location: London Office/Home
Reports to: CEO/Head of Operations
Direct Reports: Senior Fundraising Officer (P/T), Fundraising Officer (F/T), Community Fundraising Officer (P/T)
Annual Salary: £41,200 pro rata
Full Time Annual Leave Allowance: 25 days per annum, plus bank holidays, plus 3 days mandatory Christmas leave pro rata
Pension Contributions: 6% (based on a 2% minimum employee contribution)
Additional Benefits: flexible working, employee assistance programme, employee discount programme (BenefitHub), salary sacrifice scheme

ABOUT US

Here at Doorstep Library, we believe in the power of words to take you places. We are a non-profit community-focused charity dedicated to bringing the gift of books and the joy of reading into the homes of families across London who need our support, reading with them and their children to inspire a love of books, of stories and storytelling, and to instil a lifelong passion for reading.

Equipped with a reading stool and a supply of books, our volunteers are right on the doorstep, ready to use books to fuel children's natural love of stories, fire their imaginations, and encourage their appreciation of reading. Our goal is to help each child develop the self-confidence and essential skills they need to access all the opportunities that will come their way in life. Whether in person, or online, we are there to support children and families who need us most.

JOB PURPOSE

- Manage the charity's fundraising operations, including coordinating prospect research and prioritisation
- Manage the income pipeline in line with targets
- Work closely with the CEO to develop and diversify income streams, including corporate partnerships and major donor relationships
- Mentor and support the fundraising team

ABOUT THE ROLE

We are looking for a creative, confident and skilled fundraising professional to join our friendly team to help us grow our charity so that we can introduce even more families to the joy of reading!

You will be passionate about our cause and be an astute fundraiser, able to make and develop relationships with stakeholders and manage funding portfolios. You will have a flair for communicating, in writing and in person, with a keen eye for detail and the ability to spot and develop an opportunity. You will be a team player and be prepared to pitch in at all stages of fundraising from bid writing to pitching.

This is a unique opportunity for the right candidate to flex their fundraising muscles in the not-for-profit sector and, with an eye to the future, be instrumental in helping us to build a charitable fundraising structure for the future.

This is a 6-month contract, covering for staff absence, with the potential to extend or go permanent.

MAIN RESPONSIBILITIES & DUTIES

Partnerships:

- Identify, develop and relationship manage Charity of the Year partnerships with corporate supporters
- Lead on creating and delivering fundraising presentations to potential partners

Individual Giving:

- Identify & cultivate new opportunities for income generation
- Work with the CEO to establish a supporters' programme
- Work closely with the Marketing Manager to deliver fundraising campaigns for individual giving
- Support the CEO in the management of the Development Board and major donors' strategy
- Ensure there is a robust system in place for timely donor thankyou's and stewardship

Trusts & Foundations:

- Work with the Senior Fundraising officer in managing a portfolio of applications from pipeline to final report
- Manage and grow pipeline to agreed targets

Management:

- Manage and develop the fundraising team

Operations:

- Develop and maintain systems for effective thanking
- Be responsible for the delivery of monthly reports on funds and prospects, and quarterly Board reports
- Ensuring systems are in place to meet funders’ reporting and application requirements to deadline
- Work closely with the Finance Manager on income generation targets and reporting

PERSON SPECIFICATION	
	Essential Criteria
1.	Demonstrable experience of successful fundraising/partnership activity
	Demonstrable experience of raising funds from corporate partnerships, trusts and foundations (grant giving) and major donor individual giving, managing existing relationships and identifying and cultivating new funding relationships
2.	Demonstrable knowledge/experience of raising income using a wide range of fundraising methods
3.	Excellent communication skills, with the ability to communicate effectively in an engaging manner in person and in writing to a variety of audiences
4.	Highly organised with the ability to prioritise and delegate effectively
5.	Ability to be flexible and adapt quickly to changes in the funding environment
	Desirable Criteria
1.	Knowledge of fundraising for literacy and/or educational/ family causes
2.	Experience of managing and developing others

EDI STATEMENT

We never judge a book by its cover because we know it’s what’s inside that counts.
 Every one of us is our own unique story to tell and, at Doorstep Library, storytelling is
 what we do best.

We listen and we learn. We trust and we share.
 We challenge, we accept and together, we grow.

We are brave. We are kind. We are us.

We are all of us.