

Fundraising manager | Bradford

Salary / working hours: Negotiable / 37.5 hours per week. Out of regular hours and weekend work is a requirement of the position.

Position type: Full time - 37.5 hours per week. Out of regular hours and weekend work is a requirement of the position.

Reporting to: CEO

Organisation overview: HRF is a dynamic and mission driven humanitarian aid organisation providing emergency relief aid and assistance to ordinary people caught up in extraordinary, life-threatening situations.

Position overview: Responsible for day-to-day tasks including identifying and cultivating donors, developing fundraising strategies, and promoting philanthropy and annual giving to support HRF's initiatives.

Key responsibilities

Fundraising

- Conceive, plan and implement fundraising campaigns at a local and national level to raise money for Human Relief Foundation's core projects & programmes, and emergency appeals;
- To research and implement new ways of diversifying and increasing HRF's fundraising portfolio;
- To carry out assessment, evaluation and recommendation on HRF fundraising activities;
- Advising on local seasonal fundraising and marketing campaigns to complement our international and emergency campaigns.
- Attend regular meetings with Senior Management Team with regards to our local & international campaigns/events.

Donor relationship management

- Develop and implement strategies to increase donor engagement and retention;
- Identify and engage potential major donors, corporate sponsors, and grant-making institutions.

Fundraising campaigns and events

- Collaborate with the marketing and communications team to develop compelling fundraising materials and messaging;
- Monitor and evaluate the effectiveness of campaigns and adjust strategies as needed;
- Supporting fundraising officers in selling tickets for events, signing people for challenges and supporting and promoting this through your online & offline networks;
- Supporting regional offices when raising awareness of HRF fundraising activities, in the media and on-stage fundraising.

Team management and leadership

- Lead and mentor a team of fundraising professionals, providing guidance, support, and performance feedback;
- Foster a collaborative and high-performance fundraising team culture;
- Set and manage the fundraising teams budget and resources.

Financial management, compliance and reporting

- Ensure accurate and transparent financial reporting related to fundraising activities;
- Monitor and manage fundraising expenses to maximize the impact of funds raised;
- Ensure compliance with all relevant fundraising regulations and ethical standards;
- Prepare regular reports on fundraising activities, outcomes, and progress towards goals.
- Any other duties commensurate with the accountabilities of the post

Person spec & qualifications

- Experience in working with philanthropy and charities;
- Knowledge of donor cultivation and latest fundraising trends and tools;
- Excellent verbal and written communication skills;
- Ability to develop and implement creative fundraising strategies;
- Experience in managing major donors and annual giving campaigns;
- Strong leadership and organisational skills;
- Ability to manage teams and work collaboratively;
- Bachelor's degree in Fundraising, not for profit management, or related field
- Competent user of MS-Office;
- Experience in international development or humanitarian aid is a plus