
Institutional Fundraising Manager



About

Today, thousands of children will become slaves. Taken to work in brothels, sweatshops, as domestic workers. One every 30 seconds. Do you care about this? As in really care? If you do, then read on.

Justice and Care exists to bring freedom to people and communities living in the grip of slavery. We rescue women and children who have been brutally exploited. We restore their lives. We fight slavery, pursuing and dismantling criminal networks and bringing perpetrators to justice. We secure communities at risk from traffickers and spark systemic change.

We have a strong track record of impact - with more than:

- 5,063 lives rescued
- 1,134 arrests made
- 4,157 survivors supported
- 1,275 exploiters prosecuted
- 51,164 police officers, public prosecutors, and community leaders trained in trafficking awareness

Our work has led to major systemic change in India, Bangladesh and the UK. It is also award-winning - securing in 2020 a coveted Thomson Reuters Stop Slavery Award for our work in Bangladesh and the 'Breakthrough of the Year' in the UK's Third Sector Awards for our Victim Navigator Programme. In Romania we have recently been given a SocNET (Serious Organised Crime Network) Award for our outstanding contribution to counter Modern Slavery and Human Trafficking.

Role overview...

We are looking for a brilliant Institutional Fundraising Manager to join our team with the experience needed to research, apply for and manage institutional funding opportunities/relationships and also work on trusts and foundation applications. To be successful in this role you will be:

- **An outstanding communicator** - able to explain and inspire both in person and on paper
- **Focussed on detail** - You have strong attention to the small things (as well as the big!), including being able to interpret and develop project budgets and theories of change
- **Knowledgeable** - You will have a good understanding of charity governance and best practice and will provide Justice and Care with an in-depth understanding of the Institutional Funding landscape, key trends, opportunities, and challenges
- **People orientated** - You will have the ability to network and communicate at a senior level with potential funders
- **Passionate** - You are passionate about the eradication of human trafficking.
- **Willing to roll up your sleeves** - There is lots to be done and you won't be afraid of hard work, working to tight deadlines. A team player, committed to making things work and helping get everything in place to do so

- **Someone who takes the initiative** - You are a self-starter, a go-getter and an ambitious type. You will propose solutions rather than focus on problems. You will be able to plan and execute funding applications with minimal supervision
- **Technically savvy** - You will be involved in ensuring our database is up to date and have strong Microsoft 365 (Word, Excel, PowerPoint, Teams and SharePoint) skills

Purpose of the role

Due to the growth of our programmatic work over the past few years, we have an opportunity to continue to grow and develop our institutional funding portfolio. The post holder will be responsible for driving the institutional fundraising strategy to secure and manage significant income from a diverse range of donors, such as governments, international organisations and multi-donor funds alongside the Development Manager. The post holder will also work closely with the Development Manager to support Trust and Foundation bids as well as other members of the Development Team as required.

Scope of job

You will own and support the development and implementation of the institutional fundraising strategy. Within this you will:

- Lead on the research and development of Institutional Funding bids
- Build strong, effective working relationships with institutional donors
- Support the Development Manager to prepare high-quality applications to Trusts and Foundations, including logical frameworks, GANTT activity charts, clearly written narrative proposals and detailed budgets
- Manage new grant contracts, fulfilling funder requirements in a timely manner, including preparation of narrative and financial reports and responding to funder queries as appropriate
- Support the wider development team in developing proposals

Duties and Key Responsibilities

You will work closely with the Development Manager, who leads our strategy with Trusts and Foundations. You will support each other in applications and relationship management and report together into our Director of Fundraising. The team will provide support to global fundraising bids, including in the US.

Duties and Key Responsibilities

- Research new potential funding opportunities at a £30k plus p.a. level - including in particular institutional funding opportunities (FCDO, USAID, UK statutory funding for Victim Navigators, etc.)
- Plan and coordinate funding approaches alongside the Development Manager, working closely with the programmes team, country partners, senior management and external consultants as required to develop high quality funding applications. This includes developing budgets, log frames and theory of change

- Prepare applications for institutional and larger trusts and foundations in collaboration with the Development Manager
- Lead on institutional donor grant agreement/contract negotiations and compliance with support from Development Manager.
- Account management of new Institutional Funders - including comprehensive reporting bespoke to each funder's requirements
- Pursuing US funding opportunities alongside the US Country Lead
- Ensure all relevant team members are fully briefed on the terms and conditions of donor grant agreements/contracts, including key deadlines. Manage due diligence processes, facilitate donor audits and coordinate with the Impact and Investments Manager on external evaluations
- Identify and spearhead organisational improvements necessary to increase eligibility for institutional funding
- Keep up to date files and records of all institutional funding activities on the filing system and CRM (Salesforce)
- Developing and writing proposals for High Net Worth donors and/or corporates as required by the Development Team
- Remain abreast of institutional donor trends in line with global development goals and share knowledge as appropriate across the organisation.

It is worth noting, this job description is not exhaustive. It merely acts as a guide particularly as this is a new role it may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

Salary: Negotiable competitive salary, dependent on experience

Person specification

	Essential	It would be great...
Qualifications	Degree or equivalent	Fundraising or marketing qualification
Experience	Demonstrable experience of securing and managing Institutional funding bids of more than £100,000 p.a. and managing institutional funding contracts	Highly desirable to have experience managing and/or securing funds from DFID/FCDO Experience of working with EU, USAID and international organisations in either a programmes and/or funding capacity
	Demonstrable experience of developing funding proposals, combined with the ability to explain clear outcomes and impact	Experience of working cross culturally

	Experience of managing oneself and others to deliver financial targets, operational activities and objectives	A good understanding of where to source information on institutional funders, trusts and foundations with the research skills to identify new funding opportunities
	Strong IT skills including knowledge of excel and databases	
	Excellent research skills	
	Fluent in English (verbal and written)	
	Knowledge of fundraising practice and standards	
Skills/Abilities	Flexible and proactive approach	
	Excellent verbal and written communication skills, including the ability to liaise confidently and diplomatically with donors and colleagues (UK and overseas)	
	Highly numerate with the ability to develop and monitor budgets; analyse, interpret and communicate complex data and financial information	
	Ability to manage multiple activities and work to agreed deadlines	
	Organised and demonstrates a high level of attention to detail	
Personal Qualities	Target and outcome driven	
	Passionate to do whatever you can to combat modern day slavery	
	Adaptable – with a desire to learn and pioneer	

Love working as part of a team

Results driven and a self starter

Listening skills

Willingness to work anti-social hours