



STUDENT ACTION FOR REFUGEES

FUNDRAISING MANAGER

Job title	Fundraising Manager
Reports to	Chief Executive
Location	STAR national office, London N7
Hours	Full time: 35 hours per week
Salary	£28,000 per annum + 7% contributory pension

Purpose of role

Student Action for Refugees is looking for a dynamic, experienced fundraiser for our charity based in London. Today, you might be cajoling a celebrity to take part in a fundraising campaign; tomorrow, you could be working on a trust proposal; yesterday, you might have made a face to face ask for £50K from a city law firm. And in between times, you took calls from donors, kept the database updated, and helped a fundraising volunteer plan a music event. All whilst keeping your humour and wits, capturing the enthusiasm of your colleagues and the good will flooding into the organisation and asking: how do we turn all this into sustainable income?

Sound like a challenge you'd relish?

STAR is a national charity of 26,000 university and college students welcoming refugees to the UK. As well volunteering in local refugee projects and educating fellow students about refugees, STAR students campaign for a future where Britain provides a truly safe haven for people fleeing persecution, including equal access to university.

Job description

Main responsibilities

- Lead and co-ordinate the income generation for STAR, raising £280k in 2018, rising to £400k in 2020
- Manage a portfolio of grant making trusts, including developing the systems and procedures, writing proposals and reports and providing the support needed by colleagues for bespoke project proposals
- Review and improve the infrastructure for fundraising including the database, financial procedures, monitoring and evaluation and funder reporting requirements
- Lead the development and implementation of the strategy for maximising the fundraising opportunities offered by STAR's 25th anniversary in 2019
- Lead on the development of a student fundraising offer to roll out to STAR student volunteers
- Develop and implement a suitable strategy for individual giving, including the potential for creating an alumni programme and/or major donor fundraising
- Work with colleagues to ensure that all fundraising opportunities are identified and capitalised on
- Contribute to the communications strategy enabling STAR to maximise all communications channels for fundraising
- Work during evening and weekends with overnight stays as required
- Ensure all STAR activities are led by the needs of the refugees and asylum seekers in the UK
- Undertake other tasks directed by STAR as relevant and commensurate with the post

Person Specification

Essential

Essential values, attributes and experience

- A drive and passion to contribute to welcoming refugees to the UK
- Proven fundraising experience (a minimum of 3 years) in a sole-fundraiser role or small team
- Track record of success in at least two of the following fundraising disciplines: trust; corporate; community; individual giving (low level and/or high value)
- Exceptional written communication skills and a proven ability to write creative and accurate fundraising copy for a wide range of audiences (institutional and individual)
- Analytical with strong financial literacy and planning and budgeting skills
- Outstanding interpersonal skills and ability to build relationships with people of all backgrounds; tactful and diplomatic
- Experience of setting up and maintaining effective record keeping systems
- Ability to work effectively as part of a small team and be flexible to change
- Ability to work occasional evenings and weekends by prior arrangement and to travel within the UK

Desirable values, attributes and experience

- Experience developing major donor networks and/or working with celebrities
- Understanding of current policy and issues affecting asylum seekers and refugees in the UK
- Degree level education or equivalent, or relevant fundraising qualification
- Volunteer role leading or developing student activism or fundraising
- Understanding of monitoring and evaluation, and other frameworks for developing and reporting non-profit outcomes and impacts

How to apply

- The STAR application form and equality and diversity monitoring form can be downloaded at www.star-network.org.uk
- Please fill out both the STAR application form and the equality and diversity monitoring form and return them to Jonathan Waring at staradmin@star-network.org.uk or STAR, 356 Holloway Road, London, N7 6PA
- **The closing date for applications is 9am on Monday 2nd October**
- Interviews will be held in London on Tuesday 10th October
- We are sorry that we are unable to provide feedback to unsuccessful candidates