

<b>Job Title:</b>	Fundraising & Engagement Manager
<b>Service:</b>	Children, Young People, Families & Engagement
<b>Salary:</b>	£45,000 per annum
<b>Hours:</b>	Full time, 35 hours per week
<b>Contract type:</b>	Permanent
<b>Responsible to:</b>	Director of Children, Young People, Families & Engagement

Centre 404 is seeking an ambitious and strategic Fundraising & Engagement Manager to increase income and diversify funding for Centre 404 in support of our vital services for people with learning disabilities and their families. Based in North London, this role will lead the development and delivery of innovative fundraising initiatives, donor stewardship, and engagement campaigns, ensuring sustainable growth and increased visibility for the organisation. Working collaboratively across teams and with external partners, the postholder will play a key role in building relationships with a range of donors from trusts and foundations, members and corporate partners, securing diverse income streams, and championing Centre 404's mission within local communities and beyond.

<b>Fundraising Strategy &amp; Delivery</b>	Develop and implement a comprehensive fundraising strategy to diversify income streams, including individual giving, corporate partnerships, trusts and foundations, and community fundraising.
	Identify and pursue new funding opportunities to meet annual income targets and support organisational growth.
<b>Donor &amp; Supporter Engagement</b>	Build and maintain strong relationships with donors, supporters, and partners, including legacy supporters, through effective engagement activities to secure repeat funding.
	Create and deliver compelling campaigns and events to increase supporter involvement, loyalty and long-term giving, including legacy and in-memory support where appropriate.
	Develop compelling cases for support, including detailed budgets, in collaboration with colleagues to align funding proposals with organisational priorities and long-term income growth.
<b>Grant &amp; Bid Management</b>	Research and identify new trust and foundation opportunities to develop a strong pipeline and sustainable income.
	Monitor and report on grant performance, ensuring compliance with funder requirements.
	Advise senior leadership on strategic funding priorities based on sector trends and opportunities.
<b>Community &amp; Corporate Partnerships</b>	Expand corporate and community fundraising partnership, securing financial support, gifts in kind, and volunteer engagement.
	Act as the primary liaison for corporate and community partners, ensuring high-quality relationship management.
	Support individual and team-led fundraising efforts by providing guidance, resources and encouragement.
	Lead the promotion and implementation of a marketing strategy for Gifts in Wills, including staff training.
	Represent Centre 404 at networking events and community forums to raise the organisation's profile.

<b>Marketing &amp; Communications</b>	Work closely with the communication team to produce engaging content for fundraising campaigns, newsletters, and social media.
	Ensure consistent messaging that reflects Centre 404's mission and impact.
<b>Data &amp; Reporting</b>	Maintain accurate records of fundraising activities, donor information, and income tracking using CRM systems.
	Produce regular reports on fundraising performance for senior management team and trustees.
<b>Team Collaboration &amp; Leadership Responsibilities</b>	Work collaboratively with service teams to identify stories and impact data that strengthen fundraising appeals.
	Support and train staff and volunteers involved in fundraising activities.
	Implement a CRM system to manage donor data effectively, ensuring compliance with data protection regulations.
	Develop fundraising communications in partnership with communications colleagues to inspire support and demonstrate impact.
	Coordinate with finance colleagues to align funding proposals and integrate donation records with financial streams.
	Ensure all fundraising activities comply with legal requirements, sector best-practice and Centre 404 policies.
	Provide leadership as part of the management team, contributing to strategic planning and decision making.
	Deliver training and guidance to staff to build a fundraising culture across organisation.
	Undertake other duties in line with the grading of the post to support the organisation's mission and sustainability.

## Person Specification

	(E) Essential requirements	(D) Desirable requirements
Knowledge & Understanding	Strong understanding of fundraising principles, techniques, and best practice across multiple income streams.	E
	Knowledge of donor stewardship and supporter engagement strategies.	E
	Substantial understanding of charity sector regulations, compliance requirements, and ethical fundraising standards.	E
	Awareness of marketing and communication approaches to support fundraising and engagement.	E
	Understanding of equality, diversity and inclusion principles and their application in fundraising, and community engagement.	E
	Understanding of the fundraising landscape, including knowledge of grant-making bodies, corporate partnerships, and community fundraising trends.	E
Experience	Substantial experience in fundraising from at least one of the following: trusts and foundations, corporates or individual giving.	E

	Proven experience in developing and delivering successful fundraising strategies.	E
	Demonstrable track record of securing income from trusts, foundations, corporate partnerships, and individual donors.	E
	Substantial experience of achieving and exceeding ambitious income targets.	E
	Experience in writing compelling funding applications and donor communications.	E
	Experience in organising and delivering fundraising and campaigns.	E
	Experience in managing budgets and reporting on financial performance.	E
	Experience of using CRM systems for donor management and income tracking.	E
Skills & Values	Excellent written and verbal communication skills, with the ability to craft persuasive proposals and engaging content.	E
	Strong relationship building and networking skills to engage donors, partners, and stakeholders.	E
	Highly organised with strong project management skills and ability to manage multiple priorities.	E
	Analytical skills to monitor performance, interpret data, and produce accurate reports.	E
	Proficiency in Microsoft Office, digital fundraising tools, and the use of AI-enhanced platforms to support fundraising and donor engagement.	E
	Ability to work collaboratively across teams and independently.	E
	Passion for improving the lives of people with learning disabilities and their families.	E
	Creative and proactive approach to problem solving and generating new ideas.	E
	Commitment to equality, diversity and inclusion.	E
Physical requirements	Flexible and able to work across multiple locations, including occasional evenings and weekends	E

*Centre 404 is committed to safeguarding and promoting the welfare of vulnerable individuals, and we are looking to recruit people who share these values.*

# Mission, Beliefs and Values

Centre 404 is working towards a world where people with learning disabilities and their families have the support they need to flourish and enjoy the same rights, freedom, responsibilities, choices and quality of life as people within the wider community.



Centre 404's **Beliefs** and **Values** are deeply rooted in the way that we work and will continue to underpin the future direction of the charity.