

REACHOUT

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Recruitment Pack

Fundraising and Partnerships Manager (Maternity Cover)



About the Role

Job Title:	Fundraising & Partnerships Manager
Reports to:	Head of Marketing and Partnerships
Contract:	12-14 month maternity cover contract, 6 month probation period.
Hours:	Up to 30 hours per week with flexible working.
Location:	Hybrid, working from ReachOut's London office at least once per week.
Salary:	£40-£45,000 FTE pro rata, including London weighting, depending on experience.
Holidays:	29 days per year, pro-rated.
Start Date:	October 2023

ReachOut is a national mentoring and education charity, rooted in local communities. Working in under-resourced areas, we support young people to grow in character and confidence, sparking change in themselves and society.

We are seeking an experienced and skilled professional to join the ReachOut team as Fundraising & Partnerships Manager on a 12-14 month maternity cover contract.

This role is offered on a highly flexible basis, for up to 30 hours per week, with hybrid working. It would therefore be suitable for candidates with childcare or other out-of-work responsibilities.



Find out more about ReachOut and our work at reachoutuk.org.



Job Description

The Fundraising & Partnerships Manager will lead on the implementation of ReachOut's fundraising and partnerships strategy across a diverse range of income streams, raising £1.1m+ per year.

They will line manage a small team of corporate, events and individual giving specialists and work closely with the CEO and other senior managers as well as trustees, senior volunteers and other staff across the organisation.

As well as providing effective leadership to the fundraising team, the postholder will manage their own portfolio of corporate and grants partnerships and prospects. They will also lead on development of ReachOut's major donor fundraising activities, working closely with ReachOut's Network Development Group and other senior volunteers and supporters.

ReachOut is proud of our dynamic, collaborative and positive culture where the young people we support are central. As we mark our 20th Anniversary as a charity this year, we are fortunate to benefit from a number of excellent relationships with companies, grantmakers and enthusiastic senior supporters.

The Fundraising & Partnerships Manager will have the opportunity to make a significant impact as ReachOut enters a new strategic period with a new Chief Executive Officer and a refreshed, engaged Board of Trustees.

Key Responsibilities

- Work with the Head of Marketing & Partnerships to develop and implement a fundraising and partnerships strategy which meets the short and long-term needs of the charity across a diverse range of income streams.
- Provide leadership to the ReachOut Fundraising & Partnerships Team, including chairing weekly team meetings.
- Provide effective line management to members of the Fundraising & Partnerships Team, supporting them to deliver on their professional and personal development objectives.

- Provide high quality oversight of all fundraising activities at ReachOut to ensure high quality and compliance with legal, regulatory and good practice expectations.
- Manage and develop an agreed portfolio of existing and new corporate and grant maker partnerships, including writing compelling funding proposals, leading pitches for funding, providing high quality, timely reports and feedback; and providing excellent relationship management and stewardship.
- Lead ReachOut's major donor fundraising work, working closely with the Network Development Group and senior volunteers; provide high quality stewardship to current and prospective supporters.
- Ensure effective working relationships and collaboration between the Fundraising & Partnerships Team and other teams across ReachOut.
- Research and identify new funding opportunities and develop external networks to support and grow our funding capabilities.
- As a manager in the organisation, contribute to the overall strategic direction of ReachOut as part of strategic planning processes.
- Keep fundraising records up to date and provide well-judged analysis and reports to the Head of Marketing & Communications on performance and progress.
- Work collaboratively with the Marketing & Communications Manager to develop effective materials and communication plans to attract and promote partnerships across different channels.
- Carry out any other duties as may be reasonably required by ReachOut within the scope of the role.
- Ensure that ReachOut policies and procedures are followed and adhered to and act in a manner that is in keeping with ReachOut's values at all times.





Person Specification

Experience

- Significant and varied fundraising experience, including a proven track record of securing substantial grants from trusts and government sources.
- Significant line and team management experience, ideally in a fundraising context.
- Experience of raising funds from Major Donors.
- Experience of managing mutually beneficial, multifaced, long-term partnerships (this could be in a commercial context – ie. Client partnerships).

Skills

- Excellent people and team management skills.
- Outstanding relationship management and communication skills, with the ability to relate to people at all levels and to persuade, influence and negotiate.
- Excellent written communication skills with the ability to produce creative and compelling proposals, presentations and reports.
- Excellent organisational, planning and project management skills.
- Very good IT skills, including Microsoft Office and databases for sales/fundraising (eg. Salesforce).

Knowledge

- Understanding of good fundraising practice and the legal and ethical considerations surrounding fundraising.
- Knowledge and understanding of social mobility, equality, diversity and inclusion, employability and other issues facing less-advantaged young people.
- Evidence of continuing professional development.
- A professional qualification in fundraising would be advantageous, but will not outweigh experience.

Attitude / Behaviours

- Empathy with ReachOut's mission and the needs of young people, especially those from under-represented groups.
- Determination, resilience and a proactive, can-do attitude which provides a positive example to others.
- Able to use creativity and initiative to find solutions to problems.
- A team player with strong interpersonal skills and the ability to develop excellent working relationships across teams and locations.
- Demonstrable understanding of and commitment to anti-discriminatory practice and equal opportunities
- Able to work flexible hours on occasion (time off in lieu will be given for evening and very occasional weekend work) and willing to travel to various locations in London to attend meetings, projects and events.



Employee Benefits

ReachOut is committed to supporting the well-being and mental health of its employees. This includes, but is not limited to:

- Managers trained on supporting mental health and well-being and trained Mental Health First Aiders
- 29 days annual leave (3 of which are used between Christmas and New Year)
- 3% pension contribution
- Flexible working:
 - Hybrid working (Min. one day working in the office required)
 - Hours can be flexed around key activities and attendance at projects, meetings, events etc.
- Employee Assistance Programme.
- 2 days (or 17 hours) of volunteering within working hours.
- ReachOut is committed to supporting the professional development of its staff. This includes - but is not limited to - training opportunities and personal training budget.
- Enhanced maternity, adoption and paternity pay after one year of service.
- Monthly Character Legend staff award.
- Regular staff socials.
- Access to a health plan after one year of service.
- One additional week off to celebrate 5 years of service at ReachOut.



How to apply

Valued Recruitment is working exclusively with Reach Out on this vacancy. We are an ethical recruitment company, intent on hiring inclusively and transparently.

The closing date for this role is Sunday 24th September.

Interviews will take place with the ReachOut team in the final stage of the process in w/c 25th September.

To apply, we welcome a CV and a 1-2 page covering letter detailing your interest in the role. Please send this to anna@youarevalued.co.uk.

Accessibility is incredibly important to us here at Valued Recruitment and at Reach Out. If you would like any accessibility amendments or support throughout the application and interview stage, please don't hesitate to let us know. No question or request is too big or too small. We want this process to be comfortable and enjoyable and a chance for you to bring your best self to the process.

Please note: if you are a successful candidate you will be required to undergo an enhanced criminal records check with the Disclosure and Barring Service. ReachOut will cover the cost of the check and guide you through the process. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Our commitment to equity, diversity and inclusion

ReachOut is committed to being an inclusive and diverse organisation and we live by our core Character Strengths of Fairness, Good Judgement, Self-Control and Staying Power. We therefore welcome applications from people of all ethnicities, ages, religious beliefs, gender identities, sexual orientations and any other protected characteristics, to provide a diverse range of experiences, ideas and insights into our work. **ReachOut wants to increase the representation of those from under-represented groups and communities amongst our staff team and would particularly appreciate receiving such applications.**

Find out more about who we are
and what we do at reachoutuk.org



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[REACHOUTUK.ORG](https://reachoutuk.org)



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