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| **Job Description for:** | Group Fundraising Manager |
| **Based in:** | London, UK |
| **Reporting to:** | Executive Director |

**THE CHARITY**

***Care for Children's vision is to see a generation of orphaned and abandoned children transformed by the opportunity to grow up in a family***.

W*e develop strategic partnerships with governments to help create a positive alternative to institutional care through local family-based care. Care for Children has been operating in China since 1998, helping a generation of orphaned and abandoned children to be placed into good, local families. Following the success of the Chinese project, Care for Children has been invited by many Asian governments to replicate its programme. New projects have since been launched in Thailand (2012) and Vietnam (2017).*

**JOB DESCRIPTION**

This role will require the person to have a passion for families, and the work of Care for Children. They will lead on the direction of the fundraising operations, looking to develop the team and manage team members across the globe. Generation of income through established, as well as new channels, and developing fundraising strategies to ensure the charity meets its growing financial requirements.

Working alongside the Executive Director (ED), this role will help develop Care for Children’s fundraising capacity and success.

Based in London the role will require frequent trips to UK Headquarters in Norwich as well as occasional overseas trips, to ensure good lines of communication. The role will also include regular communication with Care for Children’s bases in South East Asia.

**Required Experience:**

A minimum of 5 years’ experience in a similar role and a good knowledge of the charity sector. Proven portfolio of contacts and evidence of fund growth in previous roles.

**Responsibilities include:**

*Income Generation*

* With the ED and Group Operations lead, develop Care for Children’s income generation strategy and lead on all fundraising activity including grants and corporate sponsorship.
* Raise funds for our cause and regularly meet or surpass fundraising targets
* Research potential donors to gain insight into needs, beliefs and donation habits to understand how to position our organization to them
* Develop relationships with funders and supporters in order to maintain and increase income.

*Fundraising Development*

* Along with the communications team, review and establish the profile of the charity
* Assist in brainstorming and creating new methods to raise funds for our organization
* Leverage technology and social media where possible to improve fundraising activities
* Assist in planning and coordinating events meant to raise funds and coordinate activities of volunteers and interns related to event planning and execution
* Meet regularly with the finance department to assess upcoming financial needs, and future funding opportunities.

*Policy Setting and Research*

* Take responsibility for tracking work done on the field, liaising with field workers and project managers for latest numbers, stories and pictures.
* Produce timely and accurate reports for donors, corporate sponsors, and grants.
* Report to ED and various boards in a timely manner on both success and failures, and future opportunities.
* Develop the portfolio of research papers working strategically alongside our partners and governments across South East Asia.
* Analyse the performance of events and other fundraising activities for effectiveness and to identify areas where money can be saved
* Maintain complete and orderly records of donors and manage regular donor communications

As a small organisation, you may sometimes be required to do jobs that are outside of this job description. We are looking for a candidate with managerial qualities and a “can-do” attitude who will embrace any task presented to them.

**Professional development**

There will be opportunity within the role to further progress your skills by attending various training courses and participating in international study visits.

**Key skills:**

* Sales and negotiation abilities
* Communication skills
* IT skills
* Good organisation
* Administrative skills
* Resourcefulness
* Creative thinking
* Effective problem solving

**Personal note from Head of Group of Operations:**

*“You will be joining Care for Children’s team at a very exciting time as we lay the foundations for projects that seek to positively and permanently change child welfare systems in South East Asia in favour of family-based care in the community for disadvantaged children. Change is often challenging, but our pioneering projects have a big vision, and will require both passion and perseverance from everyone in the team, but the results will ensure that thousands of the most vulnerable children in these countries will have the opportunity to grow up in a secure and loving family environment.”*

***Phill Gray***

*Care for Children*

*Head of Group Operations*