

**Job Description**

**Fundraising Executive**

INTERNATIONAL JUSTICE MISSION UK

**Who we are:**

IJM is the world’s largest anti-slavery organisation working to end modern day slavery, human trafficking, and other forms of violence against people living in poverty. We do this by partnering with local officials to carry out rescues, bring criminals to justice, restore survivors to safety and strength, and help local law enforcement build a safe future that lasts.

IJM UK supports this global mission by: raising awareness; raising funds to support our operational work around the world; mobilising a movement of abolitionists across all parts of society, including the Christian Church; and providing thought leadership, leveraging our unique global experience to influence leaders across Government, businesses and institutions.

We are a Christian organisation inspired by God’s call to love all people and to seek justice for people who are oppressed. We protect people from violence, without regard to religion or any other factor, and seek to work alongside all people of goodwill.

From a solid foundation we are in a major growth phase and are looking for an outstanding individual to help us as we move into the next chapter. We have a big vision, big aspirations and a big heart.

This is an opportunity to join us as we fight to end slavery in our lifetime.

**Summary aims of the role**

The post holder will be a key part of our small, high achieving fundraising team.

This role will work closely with the Fundraising Director to ensure we achieve our Trusts and Foundations fundraising targets by applying for funding and managing relationships when applications are successful as well as support in other key areas of fundraising activity.

The post holder will be responsible for maintaining a steady stream of income from Trusts and Foundations as well as seek to establish IJM as a recipient of Institutional income. The post holder will lead this work for our England & Wales region whilst providing support in this area for our Northern Ireland and Scotland teams.

In addition, the Fundraising Executive will support other team members with our Major Donor fundraising activities.

This role would suit a person with at least 2 years previous experience of trust fundraising and managing donor relationships. You will be passionate about seeking justice for vulnerable people and communities around the world with a strong desire to convey how important the work is to trusts, major donors and other grant makers.

**Main duties and responsibilities:**

Trusts and Foundations:

* Work with the Director of Fundraising to meet trust fundraising income KPIs and targets
* Research prospective grant makers and develop a strong pipeline of opportunities
* Engage and develop relationships with key funders, including trusts, foundations and institutional funders (e.g. DFID), conducting face to face meetings as well as writing high quality applications
* Work with global teams on larger fundraising applications
* Contribute to the formation of our annual field office grant budget
* Ensure exemplary supporter experience by maintaining accurate records of fundraising activity (largely using our CRM, Salesforce)
* Manage donor relationships through excellent personalised stewardship development as well as grant report writing
* Work with the Director of Fundraising to refine and implement the Trust Fundraising Strategy
* Organise meetings and small events for grant makers to meet with IJM staff from the field

Other fundraising responsibilities:

* Provide support for larger fundraising campaigns such as The Big Give Christmas Challenge
* Provide support to the mid & major donor programme by working with the appropriate relationship manager to draft reports/proposals and steward our mid/major donors
* Manage small fundraising platforms e.g. Easyfundraising
* Work with the Director of Fundraising to establish our small but growing Legacy Programme

**Person Specification**

**Skills, qualifications and experience**

* Outstanding written and oral communication skills
* Proven track record of successfully raising funds from Trusts and Foundations
* Experience of presenting strong written arguments
* Knowledge of UK grantmakers and the funding landscape
* Project management skills
* Exemplary relationship management skills
* Understanding of fundraising CRMs and their functionality (ideally Salesforce)
* Ability to work independently, multitask and prioritise a busy workload
* Experience of successfully working to deadlines, KPIs and targets
* Ideally experience of working within an international context liaising with colleagues across different countries

**Critical Qualities**

* There is a requirement for the post holder to have a personal commitment to the Christian faith (as defined by the Apostles’ Creed) as functions within this role will require knowledge and personal experience of the Christian faith and will be promoting the organisation’s Christian identity and spiritual formation practices\* including on a rotational basis leading daily corporate prayer times
* Strong attention to detail
* A completer/finisher
* Passionate about fundraising in order to provide justice to vulnerable communities around the world
* Proactive, energetic and collaborative
* Professional in demeanour, with discretion and mature judgment
* Ability to relate cross culturally with a wide range of international constituencies
* Strong service ethic and a passion for IJM’s goals
* Valid and existing right for employment in the UK

**Position Details**

*Location and Travel Requirements*

* This role is based in London out of IJM UK’s central office, but consideration will be given for the right candidate to work from another office in Belfast, Edinburgh or Witham, Essex. The postholder would be expected to attend regular meetings in London
* Work-related travel may be required within the UK from time to time, where time off in lieu (toil) is offered.

*Contract and Compensation*

* Salary is negotiable dependent upon experience
* Permanent, full time contract, 5 days per week, 09:00 – 17:00
* IJM UK offers 6% pension contribution and an additional benefits package (details available on request) with a positive and fun working atmosphere.

**Application Details**

* Please submit a covering letter (maximum two pages) explaining why you are suitable for and interested in this post. Please demonstrate how your skills, experience and personal qualities meet the requirements of this role and why you are interested in the work of IJM
* Please also supply your CV detailing relevant experience and a supporting statement of Christian Faith (up to one-page) describing your faith journey, current spiritual disciplines and how you see your faith as relevant to your involvement with IJM
* Applications should be emailed to contact@ijmuk.org with the subject line *Fundraising Executive*
* If you have any questions, please don’t hesitate to contact the Director of Operations Chris.Stansfield@ijmuk.org. We would be delighted to discuss the role with you
* The deadline for applications is Tuesday 14th April at 9am
* Interviews will be held in late April 2020

***\*This post is subject to an occupational requirement that the holder be a Christian under Part 1 of Schedule 9 to the Equality Act 2010***