



Little Village Network – Fundraising Manager

Little Village is like a foodbank, but for clothes, toys and equipment for babies and children up to the age of five. We collect great quality donations from local families, and we get these out to other local families in need via friendly drop-in sessions. We work closely with other local organisations to achieve our goals and engage our target families. We make it as easy as possible for local families to support each other, and we promote sustainable living.

We have three sites across London, and have fulfilled 3500 referrals since we launched in 2016. We're looking for a talented, entrepreneurial, persuasive and passionate fundraiser to help us grow our organisation in line with our values. We want to increase our impact in 2018 and 2019, reaching more families and growing our volunteering opportunities, and this role is a key part of our plan.

You'll work closely with our Chief Executive, as well as across our three sites in Wandsworth, Camden and Southwark, supporting the local teams there. The work is varied and stimulating, and Little Village is a really fun, talented, and committed place to work.

We're looking for someone who can work approximately 28 hours a week, for either 43 or 52 weeks a year. These hours need to be spread across at least 3 days of the week. But beyond that, we're open about how and where they are done – and they don't all need to be office-based, so long as you're contactable. We're passionate about ensuring our roles work with the grain of family life.

The role:

Start date: March 2018

Duration: 12 month contract including 1 month probation period. Potential to extend contract subject to further funding.

Hours: 28 hours a week, flexible but ideally available Monday-Wednesday.

Salary: £30,000 pro rata

Location: Flexible: will include our sites in Balham, Peckham and Kings Cross as well as home-based work

Process: A covering letter outlining why you are interested in this role and what you would bring to it, along with your CV, should be sent to recruitment@littlevillagehq.org with *Fundraising Manager* in the subject line by **January 22nd**. Shortlisted candidates will be invited for during the week of 4th February. For an informal chat please email sophia@littlevillagehq.org before this date.



**Role Aims:**

To support the growth of Little Village by helping us to secure the funds we need to realise our plans for development. To oversee and develop our fundraising strategy, agreeing realistic targets, and prioritising activity according to our needs and the opportunities available. To persuasively explain our mission to a range of audiences and invite them to form long-term relationships with us that ultimately secure our sustainability and deliver on our mission.

Key duties:

- Raise income:
 - Research fundraising opportunities and write grant applications to charitable trusts and foundations
 - Identify and research new potential major donors, and support the Chief Executive and Chair in building these relationships
 - Identify corporate partners whose values and mission align with ours
- Manage relationships:
 - Grow and engage our network of regular donors, ensuring they feel part of our community and clear about the impact of their donation
 - Support the Chief Executive and Chair in strong stewardship of relationships with major donors and corporate partners
- Monitor progress
 - Keep all donor and grant information up-to-date on the database
 - Manage the reporting schedule across all grants and donors
 - Assist the Chief Executive in reporting and reviewing progress towards fundraising targets
- Seize opportunities
 - Devise and organise network-wide fundraising campaigns and events
 - Spot fundraising opportunities and raise awareness of Little Village's work.

Desired skills and attributes:

- At least 3 years' experience in fundraising for a charity/social enterprise with proven track record
- A good understanding of the fundraising environment and best practice for small charities
- Excellent communication and influencing skills, both verbal and written.
- Ability to manage budgets and work with numbers to tell a story about impact
- A passionate commitment to our work and the values we stand for
- Creative, flexible and positive attitude to problem-solving
- Ability to generate and execute ideas in a collaborative environment
- A demonstrable passion for Little Village's mission and work
- Good command of written and spoken English.

