

FUNDRAISING MANAGER

XLP is a youth work charity working to create positive futures for young people and at the cutting edge of tackling poverty and educational failure in inner London.

As a charity, XLP is almost totally reliant on fundraised income to keep its projects functioning and to fund new projects. At present about 50% of our income comes from charitable trusts and foundations – including National Lottery, Children in Need and Comic Relief. The Fundraising Manager is key to the continuation and development of this strong funding stream.

We are looking for someone with lots of energy and initiative, who is tenacious and driven by results. We are also looking for someone who is a committed team player and can contribute positively across the range of fundraising opportunities as needed.



VALUES

Our Mission

XLP is creating positive futures for young people living in the inner city and making a serious and sustainable impact on poverty and educational failure



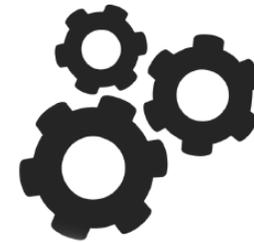
XLP puts **young people** first



XLP believes in working for the **long-term**



XLP strives for **excellence**



XLP **works together** well



XLP is rooted in **Christ**

These are the values we live by internally, building us up as an effective community.

We are a Christian charity and are “faith based, but not faith biased”. We work with young people of all faiths and none.

Candidates are required up support, uphold and sustain these values.

As a staff team we are committed to growing in diversity and inclusion and we seek to represent the communities in which we serve. We welcome applications from all backgrounds, ethnicities and genders.

KEY TASKS & RESPONSIBILITIES

Income Generation

- Take the lead in delivering income through applications to trusts and foundations including maximising, managing and developing the relationship with the existing portfolio of trusts
- Researching, exploring and securing new trust and foundation streams
- Support the management of stakeholder relationships and communications with potential and current donors and other contacts, taking primary responsibility for agreed contacts
- Keep up to date a prioritised funding schedule of agreed applications to trusts and companies
- Research and evaluate potential income sources for inclusion in the annual funding programme
- Work proactively with our portfolio of corporate relationships and events in liaison with the Director of Fundraising

Monitoring

- Ensure monitoring reports to funders are delivered on time and of high quality including liaison with operational colleagues
- Keep updated a detailed schedule of required reports to existing funders; and maintain accurate records on Salesforce
- Liaise with project managers and support staff to ensure that information, impact and data required by funders is collected, collated and available for use to required timescales
- Draft and submit reports to funders and manage related funder relationships and communications

Other

- Attend staff meetings and other meetings as required by your line manager
- Undertake any additional tasks as deemed necessary by the Director of Fundraising and be a proactive and participating member of the team
- Be aware of and abide by all XLP policies including our Safeguarding, Equal Opportunities and Diversity policy, GDPR and Health and Safety policy and procedures

PERSON SPECIFICATION

The role expects at least 2-3 years of previous fundraising experience and would suit someone who wishes to take the next step in a career in fundraising and is looking for a suitable developmental position.

- You will need excellent written and verbal communication skills and sufficiently strong numeracy skills to understand and help develop project budgets
- You will be a team player who is able to work well with youth workers to help them put their work across as attractively as possible and 'negotiate' sensitively but firmly when information is required
- You will have good judgement to determine when an issue needs to be escalated for a decision, whilst being able to take responsibility where it is sensible to do so
- You will have an entrepreneurial "can-do" attitude, willing to take risks and look for opportunities however creative for raising and sustaining income for XLP
- You will be a 'completer/finisher' with a good eye for detail, who ensures that assigned activities are completed to a high standard and on time, and sometimes within short time-frames; and will be able to cope with the sometimes repetitive nature of the job

We also commit to supporting you as part of the XLP community and to providing training and development as identified.



Terms of Employment

This is a full-time role, normal working hours with some evenings and weekends as required

Location:	City of London
Contract:	Permanent
Salary:	£27,000 – £29,000

How to Apply

You can apply for the role using the online application form at www.xlp.org.uk/jobs

Applications should be completed **by Midday (12pm) on Friday 27th November**

Initial Interviews will take place online during the week of the **30th of November**, with (hopefully) face-to-face interviews the following week beginning **7th December**.

If you have any questions about the role, please contact us at jobs@xlp.org.uk

If you would like an informal chat about the role, please call Tim Sledge, Director of Fundraising on [07860 953182](tel:07860953182)