

## **Fundraising & Development Manager**

### **Job Details**

**Location:** Temwa Office, Portland Square, Bristol / Hybrid

**Closing Date:** Friday 26<sup>th</sup> July

**Start Date:** September / October 2024

**Duration of work:** Full time

**Salary:** £34K to £40K

### **Job Description**

Temwa is seeking a dynamic Fundraising & Development Manager to join the senior management team, to lead and expand our charity's fundraising efforts. The ideal candidate will be experienced, confident, and honest, with a deep passion for international development.

Key responsibilities of the role include:

- Overseeing the fundraising team, including the Programme & Trust Officer who supports grant applications and reporting, and the Fundraising & Events Coordinator who supports individual giving, events, and trading.
- Managing the Communications Officer to provide information for PR, marketing, and promotion of fundraising activities, as well as to highlight Temwa's work in Malawi.
- Growing and developing the current fundraising programme, with a focus on individual giving, institutional funding, and trusts and foundations.
- Leading the expansion of corporate fundraising, particularly through the Carbon Balance Programme.
- Managing the daily operations of the UK fundraising office.
- Creating and updating the fundraising strategy, including planning and forecasting fundraising activities.

This is a thrilling opportunity for an experienced professional to leverage their skills and entrepreneurial spirit to increase income for a dynamic and growing international development charity. The role also involves enhancing the profile of an innovative organisation delivering amazing and impactful programmes in Northern Malawi which really make a difference and bring about lasting change.

Additionally, the Fundraising & Development Manager will serve as the deputy to the Managing Director when the MD is not in the UK office (eg in Malawi, on annual leave, or unwell).

## About Temwa

Temwa is a Bristol-based charity committed to empowering remote communities in Northern Malawi. Our goal is to harness the power of bringing communities together to support community-led development. We partner with hard-to-reach communities in Malawi, empowering local people to end poverty and transform their own futures. At the same time, we inspire local communities in the UK to come together to help bring about this change. We have been working in Northern Malawi for over 20 years, and our work currently includes sustainable agriculture, forestry, health and education programmes.

## Principles of Temwa

- Community-driven – Temwa's decisions are made by the community
- Working towards long-term self-reliance
- Commitment to sustainable development
- Belief in inclusive communities
- Working together with integrity, openness, mutual accountability, and professionalism

We have a highly skilled team of 30 full-time employees in Malawi implementing this work, based out of two offices in the Northern Region. Our UK office in Bristol comprises a small fundraising and operations team of seven staff (two team members are full-time, all other team members are part-time), 3-5 regular volunteers and interns, and a wider family of volunteers and supporters.

Temwa UK has an experienced and high functioning board of Trustees who are very engaged. The board member who oversees the fundraising portfolio is very active, providing support to the Fundraising & Development Manager and the fundraising team as a whole.

## Key Roles and Responsibilities

### **1. Managing the fundraising strategy and donor relations with oversight of the fundraising office**

- Develop, implement, monitor, and evaluate the charity's income generation strategy, ensuring targets are achieved.
- Align the fundraising strategy with the communications and marketing strategy.
- Act as the organisational expert on income generation, leading the team to expand all relevant fundraising streams.
- Maintain and enhance current income streams, including trust fundraising, corporate fundraising, high value donors, and individual giving.
- Maintain relationships with key donors and their specific requirements.
- Collaborate with the Programme Advisor and Programmes Director in Malawi to align community needs with donor priorities.
- Lead research, and review of opportunities to apply for institutional funding with the Programme Advisor.
- Manage donor relations and communication with the Managing Director, Programme Advisor, and UK fundraising team.
- Contribute to donor reporting and distribution,, and ensure compliance to donor-relevant obligations with the Programme Advisor.
- The Fundraising & Development Manager will report directly to the MD and Board of Trustees.

## **2. Providing leadership to and managing the fundraising team**

- Develop, coach, inspire, and motivate the team to achieve their objectives and grow their skills.
- Conduct regular one-to-ones with direct reports, ensuring effective performance management with timely appraisals.
- Ensure team members have clear work plans and objectives.
- Champion best practices in particular with use of the database, ensuring all legal and compliance standards are met and, where possible, exceeded in fundraising and marketing activities.
- Recruit key fundraising team members as needed.
- Support the fundraising team in designing and managing effective marketing and communications strategies.
- Facilitate effective internal and external communication, sharing information, successes, and best practices.

## **3. Growing income streams**

- Lead and manage all fundraising areas in the UK office, ensuring targets are met.
- Develop and manage comprehensive budgets, providing performance information to the Senior Management Team and Trustees.
- Ensure effective management of the donor journey for all contacts.
- Research and develop business cases for new income generation areas to drive sustainability.
- Implement and evaluate new income generation projects.
- Cultivate and maintain relationships with significant supporters, making effective asks to maximise income.
- Adhere to best practices and embed a culture of learning within the organisation.
- Develop and implement a strategy to increase corporate fundraising through the Temwa Carbon Balance Programme.
- Grow and develop SME and corporate partnerships with support from the Managing Director and Fundraising Trustee.
- Develop and implement a strategy to increase individual giving, corporate, trust and foundations, and institutional funding.
- Lead on all grant applications, including trust and foundations, and institutional funding.
- Manage individual giving campaigns and online activities with support from the fundraising team.
- Source individual stories and images, brief internal and external teams, and write copy as needed.
- Ensure adherence to the individual giving strategy to increase income in this area.

## **4. Senior management**

- Collaborate with the management team to reach key audiences and achieve strategic goals.
- Provide strategic direction for fundraising and communications, nurturing team members to develop their skills.
- Ensure all parts of the organisation understand income generation and fundraising.
- Represent the charity externally.
- Provide advice and guidance to colleagues and Trustees.
- Play an active role in updating the organisation's strategic plan and shaping the charity's future direction.
- Serve as the deputy to the Managing Director when the MD is in Malawi or on annual leave.

## 5. Policies and procedures

- Develop and improve relevant policies for the organisation.
- Evaluate and suggest improvements for systems used to support fundraising
- Create procedures to enhance the efficiency of fundraising activities
- Act as the organisational expert on income generation, supporting the team to expand all relevant fundraising streams.

## Experience, Qualifications, and Requirements:

The ideal applicant would have the following attributes

- Experience of working in a senior fundraising role
- Certificate or diploma from the Institute of Fundraising or similar
- Track record of setting and achieving fundraising income targets
- Experience of managing people
- Experience of working within small and large NGOs or charities
- Ability to write compelling bids/business cases and reports
- An understanding of trust fundraising
- Excellent written communication and IT skills

Further strengthening the application would be

- Excellent understanding and use of social media
- Experience of leading and managing fundraising departments
- Experience of working within an international development charity
- Experience of marketing and communications

### How to Apply

**Please send a CV (2 pages maximum) and covering letter explaining how you meet the requirements of the role (2 pages maximum) to [sally@temwa.org](mailto:sally@temwa.org).**