

## **Fundraising & Development Manager**

### **Job Details**

**Location:** Temwa Office, Portland Square, Bristol / Hybrid (2 to 3 days a week in office including a Monday)

**Start Date:** November 2024 / January 2025

**Duration of work:** Full time (37 hours) / 4 days minimum pro rata

**Salary:** £34K to £40K

**Direct reports:** 3 direct reports (Programme and Trusts Officer, Fundraising Events Coordinator, Communications Officer)

**Annual leave:** 25 days plus bank holidays

**Maternity/paternity allowance:** statutory

**Pension:** 2.5%

### **Statement from the Managing Director;**

“Temwa offers a family-like, genuinely pleasant work environment. As Managing Director, I’m committed to ensuring our team enjoys their time here and thrives in a positive atmosphere. Given how much of our lives we spend at work, it’s essential to foster a culture where everyone looks forward to coming in each day.

At Temwa, we value openness, honesty and authenticity. This isn’t just corporate talk it’s a sincere commitment backed by our dedicated board of Trustees, who tirelessly support our mission.

Our programmes span forestry, agriculture, livelihoods, health and education. I’m particularly passionate about working with communities so that they adapt to the effects of climate change, where Temwa can play a vital role.

If you are driven to make a tangible impact, we’d love to hear from you.”

This is a great 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.

## 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.

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.

## **Job purpose**

- Overseeing the fundraising team, including the Programme & Trust Officer (FT role) who supports grant applications and reporting, and the Fundraising & Events Coordinator (4 day role) who supports individual giving, events, and trading.
- Managing the Communications Officer (2 day role) 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 the SMT & team, with a focus on individual giving, institutional funding, and trusts and foundations.
- Supporting the MD with 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.

## **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, with a focus on trust fundraising, and individual giving. Supporting the MD and team to expand corporate fundraising, high value donors,
- 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 and Trust & Programme Officer.
- 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 key fundraising areas in the UK office, ensuring targets are met.
- Develop and manage a comprehensive fundraising pipeline/budget, 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.
- Support the MD to grow and develop SME and corporate partnerships with relevant team members and Fundraising Trustee.
- Develop and implement a strategy with the SMT to increase individual giving, corporate, trust and foundations, and institutional funding.
- Lead on all grant applications, including trust and foundations, and institutional funding, with the Programme Advisor and Trust & Programme Officer.
- Manage individual giving campaigns and online activities with support from the fundraising team.
- Support the Comms Officer to 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.
- Input into Monthly financial reporting and financial forecasting.
- Quarterly report to the Board of Trustees
- 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.
- Develop and improve relevant policies for the organisation.

- Act as the organisational expert on income generation, supporting the team to expand all relevant fundraising streams.

## Person Specification

### Experience and Requirements:

The ideal applicant would have the following attributes:

- Experience of working in a fundraising role
- Track record of setting and achieving fundraising income targets
- Experience of cultivating and managing relationships with Trust and Foundation donors.
- Proven experience of managing an organisation's prospect pipeline to keep track of opportunities and activity levels to inform income monitoring against budgets.
- Experience of managing people (paid staff or volunteers)
- Ability to write compelling bids/business cases and reports
- An understanding of trust fundraising
- Excellent written communication and IT skills
- An enquiring mind and a passion for international development.
- Ability to work with initiative, think creatively and laterally. Excellent attention to detail.
- The ability to be a team player and be flexible in their approach to their work.

Further strengthening the application would be:

- Excellent understanding and use of social media
- Experience of marketing and communications

## Application process

Please send a copy of your CV and a supporting statement demonstrating how you meet the person specification and what attracts you to this role. We recognise that some of your experience may be from unpaid roles as well as paid employment — please include any voluntary work if it helps to show why you are the right candidate for the job. Please email your supporting statement and CV to [info@pollsymondsonrecruitment.co.uk](mailto:info@pollsymondsonrecruitment.co.uk) quoting ref: 2409

**Don't meet every single requirement? We are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your past experience doesn't align perfectly with the job description, we encourage you to apply anyway. You may be just the right candidate.**

If you would like to have information chat with Jo Hook, Managing Director at Temwa just get in touch with PSR and we will make the arrangements for you.

- **Application deadline: 18<sup>th</sup> November**
- **Initial interviews with Polly Symondson Recruitment will take place online on 19<sup>th</sup> November**
- **Shortlisted candidates will be invited to an interview with Temwa on 28<sup>th</sup> November**

We actively encourage applicants from diverse backgrounds especially from ethnically diverse, LGBTQ+ and disabled communities as well as those with lived experiences of tackling inequalities, as we believe diverse voices are instrumental in creating transformational change.

Temwa in compliance with the Equality Act 2010, will seek to make reasonable adjustments to overcome barriers to employment caused by disability and/or neurodiversity, and encourages applications from these candidates. If you need any reasonable adjustments please contact PSR on 01242 691683. We guarantee to offer an interview to those with a disability who meet the minimum criteria.

Recruiting Applicants with Criminal Records: Applicants with criminal records are welcome to apply for roles at Temwa. Advice and guidance on disclosing a criminal record can be obtained from Unlock. Successful appointment is subject to DBS checks appropriate to the post and references.