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**Fundraising Manager for Reading Force (part-time)**

The charity Reading Force seeks to connect military families through shared-reading. Over thirteen years, and now operating internationally, we have shown that involvement leads to increased closeness, improved communication – and great fun.

This is a new role, reporting to the Director of Reading Force to lead our fund-raising, with support from the wider team.

If you are an experienced fundraiser, with a heart for the military, who would like to make a difference as we encourage Forces families to appreciate the benefits of books and shared-reading, this could be the role for you! As a member of the leadership team you will play a key role in increasing awareness of Reading Force and expanding our fundraising strategy.

This is a hybrid role with flexible hours blending remote-working with occasional requirement to meet the team in person.

**Job purpose:**

1. To secure new income streams to generate funds.
2. To guide and support the Board, Director, leadership team and staff on the development of sustainable fundraising strategies.
3. To manage and develop existing/lapsed funding and partnership arrangements.
4. To grow sector and wider awareness of the benefits of a relationship with Reading Force.
5. To support effective relationships between funders/supporters and Reading Force.
6. To manage internal processes for accessing and recording income streams.
7. To manage (with support) the applications and feedback process for external funding.

**Structure of role:**

* Reports to the Director of Reading Force.
* Member of the charity’s leadership team.
* Two days per week with flexible working.
* Probationary/review period of three months from starting date.
* Initial contract for a year, with the intention of renewal to a permanent role.

**Specific duties of the job:**

1. **Management of existing donors and funders**

* Manage, maintain and circulate a rolling timetable of grant applications due/secured in the past for possible renewal.
* Maintain Reading Force’s bank of template copy for use in grant applications.
* Manage the application process and adhere to all deadlines.
* Manage the timely delivery of grant evaluation reports.

1. **Income generation**

* Source new funding opportunities in line with strategic aims and objectives and present to management team.
* Build relationships with proposed collaborators and make applications.
* Report on income generation at management meetings as required.
* Input to the Budget

1. **Build awareness of Reading Force for potential sponsors/funders**

* Represent the charity at appropriate events and within social media.
* Assist the Director with campaigns, approaches and relevant materials to gain new funders.
* Explore longer-term opportunities (e.g. legacy giving) developing associated strategies and timetables for implementation.
* Explore ideas on commercial opportunities to generate revenue streams.

1. **Supporter relations**

* Be a point of contact, with the Director of RF, for funders.
* Assist the Director in maintaining a regular schedule of visits to funders/potential funders.
* Provide funder updates/interim reports for team-members/trustees at regular meetings

## **Person Specification:**

* Highly proactive and with strong initiative; able to spot opportunities for funding and follow up on them.
* A proven track record of successful fund raising in the charity sector
* An effective relationship-builder, with internal colleagues and external contacts, who can confidently represent the values and objectives of RF to the wider audience.
* Ability and confidence to present RF to an audience if required
* Ability to organise workload effectively, prioritising tasks to meet deadlines and responding to ad hoc requests for information.
* Confidence and accuracy in the use of written and spoken English.
* Computer literate, experience of Microsoft 365 useful.
* Experience of using CRM system software to manage and maintain our contacts database.

**How to apply**

Please send us a letter, explaining why you want the job and why you think your contribution to Reading Force could be particularly helpful. Send to [camille@readingforce.org.uk](mailto:camille@readingforce.org.uk) along with a copy of your CV. Your application should be with us by the end of Monday 9th October, and interviews will be held online on Tuesday 16th October.

For more details about Reading Force please see our website: [www.readingforce.org.uk](http://www.readingforce.org.uk)