



Fundraising Manager

Job Title	Fundraising Manager
Managed by	Lukasz Konieczka, Executive Director
Hours	24 hours per week
Salary	£35,000 (pro rata on 40 hour week)
Location	Any part of the UK, the role is remote i.e. home based. Possibility for co-working space in Camden, North London
Closing date	The closing date for receipt of your application is Thursday 21st October at 5pm. Interviews will take place, via Zoom, during the first week in November.
Job purpose	<p>The primary function of the Fundraising Manager is to lead on the development and implementation of a sustainable fundraising strategy to support the charity's growth.</p> <p>The post holder will build and steward a robust partnership portfolio of trusts and foundations, as well as further developing our activity with corporate funders. In addition, the post holder will create an ambitious approach to individual, community and events fundraising.</p> <p>The Fundraising Manager will work closely with the Executive Director, Assistant Director, Chair of Board, Trustees and volunteers to deliver a successful fundraising plan that is in line with the organisational strategy.</p>

About Mosaic

Mosaic LGBT+ Young Persons 'Trust is a leading charity for LGBT+ young persons aged 13-19 in London. Each year we support, educate and inspire several hundred young persons. We exist to serve the emotional, social, and cultural needs of LGBT+ young persons. We also give the people that support LGBT+ persons the opportunity to engage with our work.

Our activities include:

- a Youth Club, which takes place twice weekly



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- on-site and off-site mentoring sessions where young persons can receive one to one support on any issues they wish to discuss
- a range of wellness activities including drama therapy, yoga, counselling and mindfulness
- a regular LGBT+ arts and heritage programme (Culture Club)
- academic and career support including group study sessions, career advice, university guidance, help with applications and mock interviews
- social activities to reduce isolation such as gaming sessions, creative hub workshops and journaling sessions
- excursions and cultural visits, as well as two annual seasonal residentials, during the school holidays

Our vision is to build a strong, cohesive LGBT+ community that is safe from abuse, free from prejudice, healthy and makes a positive contribution to society. As we celebrate our 20th birthday in 2021, we proudly look back over the past twenty years, during which we have supported, educated and inspired over 7,800 young persons.

We pride ourselves on our values:

Mindful - We are mindful of our impact on young persons, our community and the environment.

Open - We are open to scrutiny and feedback. We are accessible to all.

Safe - We strive to provide a safe but brave environment for our members, volunteers, staff and trustees. This means that we don't shy away from challenging activities, topics and concepts where appropriate.

Agile - We are agile and responsive to the feedback, ideas and needs of those around us.

Inclusive - We see inclusion as a continuous, thoughtful and ambitious effort towards a more equitable community and society.

Community - We believe that our strength is in our LGBT+ community, its heritage, arts and activism.

To help achieve our ambitious strategy and plans to grow, we are seeking an ambitious, experienced and proactive fundraiser to join our small team of dedicated staff, trustees and volunteers.

We are strongly committed to creating a diverse and inclusive environment. Our young persons are drawn from communities across London and reflect the diversity of the city. Our mentors and trustees similarly reflect that diversity and we have actively recruit from communities where we are under-represented. As a result, among those who support them, our young persons will find adult role models who they can relate to because they are like them. We have three paid members of staff and, with such a small number, the diversity is much more limited. We want to hire a great fundraiser and we welcome applications from anywhere. We would love to appoint someone who brought new experiences and perspectives to our team.



About you

You are an experienced fundraising professional with significant experience of raising voluntary income, particularly from trusts and foundations and/or corporate foundations and funders. A self-starter with outstanding relationship-building and communication skills, you are ready for a challenge and excited by the opportunity to play a key role in establishing the fundraising infrastructure of a small but growing charity.

You have demonstrable experience of building and/or supporting the developing and implementation of a fundraising strategy. As the fundraising lead at the charity, you succeed at working independently and be able to use your own initiative. You also have expertise in managing a CRM database to manage and steward supporters.

You have an in depth understanding of the LGBT+ community either through your lived experience or your work.

About the job

The Fundraising Manager will oversee the strategy and management of Mosaic's fundraising function. This includes but is not limited to the following responsibilities:

Strategy

- Work closely with the charity's Executive Director and Board of Trustees to design and deliver an ambitious fundraising strategy to raise funds from a broad portfolio of funding streams.
- Ensure that the fundraising strategy aligns with the overall organisational strategy, as well as the goals of the charity's Marketing and Communications function.

Fundraising and donor/funder management

- Conduct extensive prospect research to identify and cultivate key trust and foundation, statutory and corporate partnerships.
- Manage and update a clear and weighted partnership pipeline.
- Write compelling applications to trust and foundation funders to generate income that supports the strategic goals of the charity
- Support the Executive Director to develop and maintain relationships with both existing and prospective corporate supporters through organising engagement opportunities and responding to partnership requests.



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- Work closely with the Marketing and Communications Subcommittee to create a clear plan of fundraising activities to engage individual supporters on social media, as well as delivering a tailored and targeted cultivation and stewardship programme to thank individual donors.
- Support volunteer fundraisers to carry out fundraising on behalf of the charity.
- Achieve targets set and agreed with the Executive Director.
- Produce and submit timely reports to funders to demonstrate how funding has successfully enabled the charity to continue its work or create new activities for the young persons we support.
- Report on fundraising activity and progress to the Board of Trustees.

Administration and Other duties

- Build and maintain a CRM to manage income from and communications with funders and donors in line with data protection regulations – with the support of the Executive Director
- Oversee Gift Aid management
- Carry out fundraising in a way that meets the Code of Fundraising Practice and the regulations set out by other relevant bodies (such as the Charity Commission for England and Wales, the Information Commissioner's Office and the Gambling Commission).
- At all times, and in all decisions and actions, adhere to the ethical principles and policies of Mosaic
- Carry out any other duties appropriate to the post as requested by the Executive Director

In many of these tasks it will be possible to recruit volunteers to work with you.

About the terms

We are looking for someone to work 24 hours a week. We will ask you to commit to a 6-hour block that is the same each week (e.g. every Wednesday from 10am – 4pm) but the rest of the time you can choose when you work. This may include evenings and weekends if you wish, though we would expect you to make time to meet funders and people from Mosaic as needed. You will keep a note of the hours you work each week and share that with your manager.

We don't have an office, so we need you to work from home, but we are happy to provide a laptop, a printer, a proper office chair and a phone if you need any of those things. As you will work from home this job can be done from anywhere in the UK. We have access to shared office space in Camden which could be available if you wanted to use that.



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We will calculate your pay pro-rata on a full-time salary of £35,000. We have a 40-hour working week so 24 hours in 40 equates to an actual salary £21,000. We offer 25 days holiday normally, prorated that would be 15 days (120 hours) a year. You would also receive all bank holidays.

We provide a very good pension. You contribute 5% of your salary in line with legislation but instead of the required 3% from us that the legislation requires we contribute 7%. In addition, each year we aspire to pay a further 3% into your pension but this is based on the Trustees decision as to whether they consider it affordable.

There will be a probation period of 6 months during which time the notice period is 2 weeks on either side. Once the probation period has ended then the notice period is 4 weeks on either side.

How to apply

If you would like to apply please send us:

- A CV;
- No more than 2 pages how you meet the requirements in the "About You" section of this document;
- Two references from people who know about your work as a fundraiser (we won't approach them without your agreement).

Please send all this to Ken.Batty@mosaictrust.org.uk. Ken is the Chair of our Board of Trustees who will arrange an initial chat where you can find out more about the role and he can get an idea about your experience.

We will use your application, plus the feedback from Ken, to draw up a shortlist. We will invite those on the shortlist to an interview, via Zoom. We will first ask you to meet with some of our young persons and they will be interested to understand how much you have learned about Mosaic, and what you know about the LGBT+ community in general. You will then meet with a couple of our trustees, and with Lukasz Konieczka who is our Executive Director. The panel will want to understand your fundraising experience and how you plan to go about the tasks. Finally we will ask you to make a presentation for 10 minutes about a fundraising project you are proud of which may be relevant to Mosaic.

The closing date for receipt of your application is Thursday 21st October at 5pm. Interviews will take place, via Zoom, during the first week in November.