Applicant Pack | Fundraising Manager

**Salary:** £30k - £40k per annum FTE

**Contract type:** Permanent

**Location:** Hybrid; minimum two days per week in the Central London office but negotiable

**Work pattern:** Full-time; 37 hours per week with the opportunity for flexible working hours

**Reporting to:** Head of Fundraising

To submit your application, please submit your CV and a covering letter to careers@mission44.org by midnight on **November 3rd**. Your covering letter should outline:

- Your motivations for applying to Mission 44
- How this role fits into your career plans
- Experience (professional, voluntary or lived) that makes you a great fit for this role in line with our values and the criteria outlined in this job description.

**CEO Introduction**

Thank you for your interest in joining Mission 44. We’re building a hugely exciting organisation and the whole team is inspired by the extraordinary potential we have to change lives for the better.

Mission 44 exists to make a difference: our purpose is to have a lasting positive impact on young people from underserved communities, who have for decades been the least supported and least socially mobile cohort. Over the past three years, COVID lockdowns, economic volatility and the lasting disruption to their education has significantly exacerbated this already inequitable situation, and we don’t underestimate the size of the hill we have to climb. But we’re here to walk alongside young people, working with and for them to make a step-change in their lives.

We are incredibly fortunate to have the encouragement and support of Sir Lewis Hamilton, whose personal pledge laid the foundations for our work, and whose vision we are working to deliver. Mission 44 will be a profoundly effective, impact-led place to do great work: we’re building an organisation that’s diverse, dynamic and collaborative. We’re determined that the time you invest with us will enable you to grow personally, as well as offering the huge professional satisfaction of delivering concrete and lasting change.

If this sounds like the right fit, we’d love to hear from you.

**Jason Arthur, Chief Executive**
About Mission 44

Established by Sir Lewis Hamilton in 2021, Mission 44 is a charitable foundation working to build a fairer, more inclusive future in which every young person can thrive. The charity supports bold organisations, leaders and ideas to reimagine the future and transform the lives of young people from underserved communities.

Through grantmaking, research and advocacy, Mission 44 is focused on building a more inclusive education system, supporting progression into STEM careers and empowering young people to be changemakers. You can find out more information in this presentation.

Given the global reach of Sir Lewis, and the common challenges faced by young people from underserved communities around the world, Mission 44 aims to evolve into an international organisation over the next two years.

About the Role

We are looking for a talented and experienced fundraising professional to join a growing and fast-paced charitable foundation to help deliver its aims and objectives and support our ambitions to build a best-in-class fundraising programme that will raise vital funds to support our growth and work in the U.K and internationally. The successful candidate will be someone who is keen to work as part of a team in a fast-paced, start-up environment and has experience of building and managing strong relationships with external stakeholders, taking our fundraising programme to the next level.

Working at Mission 44

Our team

The Mission 44 team currently has 16 employees with recruitment of a further 4 employees planned this financial year. The team is currently organised into three directorates: Impact, focused on grantmaking and research, External Relations, focused on communications and fundraising, and Operations.

Diversity at Mission 44

We offer a working environment that values and respects every individual’s unique contribution. We want to attract the broadest range of talented people and are committed to equality of opportunity and anti-discrimination practices. We positively
encourage applications from all sections of society and are particularly interested in attracting applications from candidates from diverse and underrepresented groups.

Our values

Everything we do at Mission 44 is guided by our five core values.

- We are **brave**: with an ambitious sense of possibility, we focus on where we can drive systemic change.
- We are **collaborative**: we build partnerships and coalitions to solve problems and make change happen.
- We are **curious**: we are evidence-led and continuously learning how best to grow our impact.
- We are **inclusive**: we put equity at the heart of everything and amplify the voices of the underrepresented.
- We act with **integrity**: we are honest and transparent, and build trust-based relationships.

Benefits at Mission 44
Roles and Responsibilities

Job Purpose

To support the Head of Fundraising to deliver the fundraising strategy which maximises a range of fundraising opportunities across high-value income streams (corporates, foundations and individual philanthropic supporters), and builds the organisation's income capacity to meet its aims and objectives.

Main Responsibilities

- Support the execution of the fundraising strategy by identifying and building relationships with new and existing high value funders (corporates, foundations as well as individual philanthropists) with a focus on securing six and seven figure donations in line with the fundraising strategy and its ambitious targets
- Manage the development and delivery of personalised cultivation and stewardship plans for each prospective and existing funder, building, reviewing and maintaining a strong pipeline of potential funders and reporting on progress through the fundraising cycle
- Represent the organisation with key supporters, funders and other key stakeholders at meetings and events and/or facilitate meetings and events for senior leaders of the organisation or trustees.
- Oversee the development and maintenance of the organisation's supporter CRM database, ensuring efficient and appropriate data capture and data analysis for the purposes of effective stewardship, fundraising and communications.
- Lead the development of new fundraising initiatives and/or techniques as appropriate
- Ensure that all fundraising activity is conducted in adherence with best practice, Mission 44's policies and procedures, charity law and Institute of Fundraising standards.
- Support the creation of engaging content from our impact data and case studies. Ensure that funding applications and reports are based on a sound understanding of the work we do and the impact we have and are in line with our brand values.
- Manage the development and implementation of high-calibre cultivation and stewardship events to bring high-value funders closer to our work.
- Monitor and evaluate funder information and fundraising activities, escalating issues as appropriate
- Work with the Head of Fundraising to provide monthly management information and prepare quarterly forecasts to present to the Board of Trustees
- Ensure the delivery of best-in-class supporter care through the establishment of an effective stewardship strategy, mobilising support from the broader team as appropriate.
● Work with Finance to ensure accurate budget forecasting, management accounts and support annual and long term planning.
● Work with the broader team to ensure there are appropriate systems and processes in place to ensure fundraising activities and behaviours can be implemented in the most effective and timely way.

This is not an exclusive or exhaustive list. Its purpose is to provide a broad outline of the role within which the changing needs of Mission 44 and annually set objectives can be accommodated. Mission 44 is currently a small team which requires flexibility from all involved. There is an expectation that other duties, tasks and responsibilities will be required and supported within the team.
About You

Knowledge and Experience

Essential

- Successful track record in securing financial contributions from high-value audiences or similar (either in the corporate sector, grant-making sector or the HNWI sector)
- Record of success in expanding a supporter base or equivalent using strong relationship management and strategic planning skills
- Proven experience of working with senior volunteers, influencers or advisers to achieve fundraising success either in peer-led fundraising (such as development boards) or peer-to-peer fundraising (such as giving circles) or by working in partnership with senior stakeholders on individual approaches
- Experience of implementing fundraising strategies and collaborating with others to achieve successful outcomes
- Experience of events management, including events planning and delivering cultivation, fundraising and stewardship events that bring high-value funders and prospects closer to our work
- Experience in project and/or office management with comfort in overseeing multiple project deliverables, tracking progress, and ensuring timely and successful delivery.
- Financially literate with strong strategic thinking, and planning and forecasting ability.
- Knowledge of budgeting and Customer relationship Management systems
- Knowledge of the current and future philanthropy, grant-making and HNW landscape including philanthropic motivations of individuals, companies and foundations, including the relevant giving mechanisms and strategies they deploy

Desirable

- Experience of working in the social mobility, youth, education sectors

Skills

- Able to effectively time manage, prioritise, and maintain attention to detail while overseeing multiple simultaneous projects and deliverables.
- Excellent written and oral skills to communicate clear directions and processes while developing and maintaining positive donor relationships.
- Confident, resourceful, and proactive with initiative and a problem-solving disposition.
- Good interpersonal skills, particularly in the context of managing both internal and external relationships and key stakeholders
- Able to work creatively and flexibly in a small team, supporting other colleagues.
- Able to analyse and synthesise complex information quickly and effectively.

**Personal Qualities**

- Passionate about supporting and empowering young people from a diverse range of backgrounds to flourish and succeed.
- Proactive, flexible and creative; you thrive in an evolving and dynamic organisation.
- Highly collaborative; your default is to work with others to deliver results.
- Able to work independently, displaying strong initiative in solving day-to-day problems with limited direction.
- Committed to embedding the values of equity, diversity and inclusion in everything that you do.
- Strong personal commitment to learning and improvement.
- Motivated to stay up to date on best practices and models within grantmaking and management and administration bringing forward thinking ideas to continually support Ignite towards progressive and innovative processes.