



October 2018

Dear Applicant,

Re: Fundraising Manager

Thank you for your interest in Zacchaeus 2000 Trust and the role of Fundraising Manager. This is a new post and an opportunity for the right candidate to take forward our plans to diversify our income streams, building on our strong reputation with funders and supporters.

We are an independent, anti-poverty charity, with most of our funding secured from trusts and foundations. We are also developing strong relationships with corporate law firms and the potential to secure additional income from this. A smaller part of our funding also comes from individual donations and our participation in initiatives such as the London Legal Walk.

Our fundraising is currently managed by the CEO, with support from the Director of Policy and Head of Casework. Given our desire to diversify our income streams, we are looking for a versatile fundraiser who is looking to work with greater autonomy and make their mark across philanthropy, corporate partnerships and other fundraising initiatives.

This is a very exciting time to be joining the Zacchaeus 2000 Trust as we step up our campaigns to address poverty in London. Our turnover has grown year on year and doubled from around £300k in 2012 to £600k in 2018. As we seek new opportunities and build on our strong reputation, we expect to see this figure continue to grow and are working towards an income of £850k in 2021.

Our work ranges from disability benefits, homelessness prevention, through to housing people in the private rented sector. Our activities cover casework and support, as well as campaigning and policy.

You will be joining a team that works collaboratively across all our work, working to achieve the best outcomes for our clients, and ensuring long lasting policy change.

The application process:

To apply, please submit your CV of no more than 3 sides, and a letter of application of no more than 2 sides of A4 paper. Please ensure that you address all the essential requirements in the person specification below and explain why you are interested in the post.

You can return this by e-mail to recruitment@z2k.org.

The deadline for applications is 26th November at 9.00am. Applications received after the closing date & time will not be considered.

We intend to invite the successful candidates to interview on 30th November 2018.

If you would like an informal chat about the post, you can email me on rajihunjan@z2k.org to arrange a convenient time to speak.

Yours sincerely,

Raji Hunjan
Chief Executive

Job Description: Fundraising Manager

- **Hours of Work:** 5 days a week (35 hours); part time and/or flexible working will be considered for this post.
- **Responsible to:** Chief Executive Officer
- **Salary :** £32k per annum plus employee pension contribution
- **Holidays :** 28 days plus bank holidays, pro rata
- **Location :** Victoria
- **Duration :** Permanent following a satisfactory probation period of 3 months

To Apply

To apply, please submit your CV of no more than 3 sides, and a letter of application of no more than 2 sides of A4 paper. Please ensure that you address all the essential requirements in the person specification below and explain why you are interested in the post.

Please return this by e-mail to recruitment@z2k.org.

Closing date for applications: 26th November at 9.00am

Interviews: 30th November 2018

About Zacchaeus 2000 Trust

Based in Westminster, the Zacchaeus 2000 Trust was set up to combat poverty and homelessness across London through specialist advice and casework, policy and campaigning, practical support and services to local communities. We currently specialise in social security and homelessness prevention, using evidence from our casework to influence policy. The Zacchaeus 2000 Trust is more commonly known as Z2K; we operate from our office in Victoria and provide advice surgeries in North and South Westminster.

Z2K's projects include welfare benefits and housing advice casework; a private rented sector access scheme, through which we support tenants into long term housing solutions; a complaints project through which we expose faults in the processes relating to welfare benefits; and a specialist tribunal service to represent welfare benefits clients.

The responsibility of fundraising currently sits with the Chief Executive Officer, and much of our fundraising success derives from our strong reputation and relationships with trusts and foundations. We now want to build on this success, securing longer term funding and ensuring our sustainability as well as our growth.

About the Role

Working closely with the Chief Executive and other staff members, you will lead on the implementation of an income generation plan, which includes philanthropy and corporate partnerships, as well as the development of fundraising initiatives.

About You

You will have gained experience in either trust and foundation fundraising, or through corporate partnerships, and are now ready to take on your next challenge. As a member of a small team, you will be ready to make your own mark and use your creativity and drive to take us to the next level in our fundraising endeavours. You will be a problem solver and collaborator, with a willingness to try new tasks and support the organisation's wider communications strategies. From time to time you will be asked to work outside of usual working hours.

Main tasks

1. To identify new trust and foundation funding opportunities and to take the lead in drafting grant applications.
2. To manage all grant reporting, working with other staff to agree systems for gathering evidence and reporting against agreed outcomes.
3. To build on our existing pro bono collaborations with corporate law firms, to develop further relationships and our ability to raise additional funds from these.
4. To work with the Chief Executive to manage ongoing relationships with funders and to attend and contribute to funder organised events as required.
5. To lead on the co-ordination of our current fundraising events which includes the London Legal Walk and an annual housing conference. In addition to identify new opportunities and initiatives and to take the lead in managing these.
6. To seek out new sponsorship opportunities.
7. To manage a mailing list of supporters.
8. To regularly write blogs and promotional pieces on our website to promote our work and our achievements.
9. Keep abreast of policy and practice that is relevant to our areas of work.
10. Attend external network events.

Essential Requirements

1. Proven ability to write successful funding applications
2. Knowledge of trusts and grants fundraising and ability to research and seek new fundraising opportunities
3. Experience of managing relationships with corporate supporters
4. Experience of working with financial data
5. Commitment to our mission and objectives
6. Excellent interpersonal and communication skills, and proven ability to forge new relationships
7. Energy, drive and a positive attitude
8. Highly organised and able to manage own workload
9. Flexibility and willingness to try new tasks
10. Team player and able to work as part of a wider organisation

Desirable Requirements

1. Experience of using social media in a professional capacity
2. Experiences of crowd funding