

# Relationship & Fundraising Manager



## 1. About the role:

For the past few years, we have been able to achieve a level of funding stability for INSP, but the pandemic has posed new challenges as well as new opportunities for us, and we now have ambitious plans to develop and strengthen our organisation and our global movement.

The Relationship & Fundraising Manager is a new role for INSP. It is a strategic and operational role, which will work with major donors, trusts, foundations and corporates. The role will be critical to the sustainability and financial health of our organisation and the role will therefore be measured on milestones and successes. In return, we will recognise excellence and seek to invest in and develop this role over time.

We are looking for a candidate with drive and creativity who is willing to work with a level of autonomy, and also able to work closely with our passionate and creative staff and board team. The candidate will lead on building a fundraising culture for INSP and will be prepared to work with us to build the systems to manage this.

This is a unique and challenging role in a dynamic organisation. The right candidate will be able to manage multiple moving parts and think strategically across different relationships, opportunities and networks. We are looking for a strategic and energetic individual who shares our commitment and vision to develop the potential from existing relationships, as well as having the ability and experience to harness and maximise the huge potential from our international community.

As an employer committed to diversity and flexible working, we will consider a range of options for the successful candidate, including part time, flexi-time, job sharing, compressed hours and remote working.

## 2. About INSP:

INSP (International Network of Street Papers) works to alleviate poverty and build a global movement for social change, leading and supporting a network of street paper organisations in 35 countries worldwide.

We provide a range of specialist support, resources and technical assistance to our network, including an international news agency for street papers. We also bring our members together to provide peer-to-peer support, and exchange ideas, resources and best practice.

### Our values:

- We are committed to challenging inequality and social exclusion.
- We nurture creative and innovative approaches to social problems.
- We respect different approaches and perspectives and are committed to learning from each other.

- We are committed to socially responsible, transparent and ethical operations.
- We use our resources wisely and seek pro bono support and partnerships to ensure low costs.
- We respect our network of members and our board as their elected representatives.
- We are committed to fair pay and we value our staff, interns and volunteers.
- We are committed to providing a safe and dignified working environment for our staff, volunteers and network colleagues.
- We are opposed to all forms of unfair discrimination.

### 3. Equity, diversity, and inclusion at INSP

INSP believes in fairness, equity, diversity and inclusion, both as an employer, and as a provider of support and leadership to our global network.

We recognise the importance of an inclusive and diverse workforce and we offer a range of family friendly, inclusive employment policies and flexible working arrangements to support all our staff.

We welcome and encourage applications from people with a diverse range of experiences, regardless of age, disability, gender, ethnicity, religion and sexual orientation.

### 4. Job description

The Relationship & Fundraising Manager will lead on building relationships, developing and delivering INSP's fundraising strategy, and building a robust fundraising culture for the organisation. Main duties:

#### **Relationship management:**

- Identify, develop and maintain relationships with all existing and potential individual donors, including major donors.
- Devise and implement ways to connect and engage companies, individuals and trusts & foundations in the difference they're making/could make.
- Secure meetings, face to face and virtual engagement with potential corporate partners, individual donors and trusts & foundations.
- Strategically plan events to encourage conversations with potential supporters and organise events so attendees get the best experience and impression of INSP.
- Support the Chief Executive, and other staff and trustees with relationship fundraising approaches, conversations and asks.

#### **Planning and prospecting:**

- Create an annual fundraising delivery plan with clear milestones and targets.
- Work with the Chief Executive and other staff to develop and execute INSP's fundraising strategy and build a robust fundraising culture.
- Develop specific strategies for donor relations and cultivation, corporate sponsorships, events and communications.

- Research connections, network and identify opportunities to form new relationships with major donors, foundations and trusts and companies.
- Implement prospecting processes.

#### **General:**

- Develop an understanding of the key aspects of INSP's work and be able to articulate the vision and impact of the organisation in a clear, passionate and confident way.
- Work with team to ensure that INSP's external communications and online presence is optimised to encourage donor engagement.
- Act as an ambassador of INSP at public engagements and supporter events, and where necessary, deliver speeches or presentations to a wide range of audiences.

#### **Administrative:**

- Use and develop the Salesforce CRM to record, plan and analyse all major donor activity and contacts.
- Provide verbal and written reports as required and update plans where necessary.
- Adhere to the Scottish Fundraising Code of Practice and ensure that all team members are up to date with current practice.
- Ensure all data is processed within the framework of the Data Protection Act (1998) and GDPR.

## **5. Outline terms of employment:**

- Reports to: Chief Executive
- Salary: £40,000 per annum (and up to 5% matched contribution to pension).
- Location: This post can be based in our Glasgow office, with remote and flexible working considered.
- Hours of work: Either full time (37.5 hours per week) or part time. Occasional early mornings and late nights may be required for meetings in different time zones (time off in lieu available).
- Flexibility: As part of our commitment to diversity and flexible working, we will consider a range of options for the successful candidate, including part time, flexi-time, job sharing, compressed hours and remote working.
- Contract period: Permanent, subject to funding.
- Probationary period: Six months (during which time statutory rights apply).
- Holiday entitlement: Equal to 31 days per year (includes bank holidays) increasing to 34 days after 2 years of service.
- The above are outline terms only, and a full statement of employment particulars will be issued to the successful candidate.

## **6. Person specification**

#### Essential:

- Strong track record of fundraising success, including major donor prospecting and relationship management.
- A degree and/or significant professional experience in a relevant discipline.

- Ability to think strategically, problem solve, prioritise and manage a large and complex workload.
- Self-motivated and able to work independently and as part of a team.
- Excellent negotiation and diplomacy skills and able to foster and develop excellent working relationships with a broad range of people.
- Excellent written and oral communication skills.
- Strong story-telling skills.
- Strong analytical skills to evaluate activity, able to manage processes and data effectively to allow effective targeting.
- Strong IT skills.
- A commitment to INSP's vision, mission and values.

Desirable:

- Demonstratable evidence of devising, leading and delivering on complex projects with multiple stakeholders.
- Experience and understanding of INSP's sector.
- Event planning experience.
- Experience of managing a budget.
- Demonstrated experience with Salesforce or similar programmes.
- Willingness to work some evenings and weekends, as needed.

## 7. Application process:

Deadline for applications: Tuesday 30<sup>th</sup> November 2021 at 12 noon (UK time).

To apply:

- Send a CV plus a covering letter to INSP Chief Executive Maree Aldam – [maree@insp.ngo](mailto:maree@insp.ngo). Please ensure your covering letter explains why you are applying for the role, and summarises how your skills and experience relate to the role. Please also include any examples of fundraising campaigns and/or links to relevant work.
- Please download our Equality and diversity monitoring form [here](#) and upload the completed form [here](#). Our diversity monitoring data is anonymous, and the recruiting panel will only see the information you provide in your application, so please do not send the completed form with your application).

Process:

- First round interviews (conducted over Zoom) week commencing 6<sup>th</sup> December (TBC). Applicants invited to interview will also be asked to complete a task to assist us in assessing ability and understanding of INSP's work.
- Second round interviews TBC.

Please note: Candidates are welcome to contact Maree Aldam to ask questions before making an application.