

## **Job Description**

**Job Title:** Charity Fundraising Lead

### **Introduction:**

The Catholic Fellowship Disability Network (CFDN) is seeking a dedicated individual to join our team as a Charity Fundraising Lead. This role is pivotal in ensuring that individuals with disabilities and their families receive the necessary support they need within East London and Essex through supporting the financial longevity of the charity.

The role is new to the charity and will involve the candidate participating in helping shape the future of the role and the services provided to our members.

### **Summary of Role**

<b>Hours:</b>	21 hours per week over 3 days
<b>Location:</b>	Hybrid (60% visiting clients, donors, running events or undertaking activities and 40% clerical and working from home) (Location may include but not limited to: Redbridge, Waltham Forest & Havering)
<b>Salary:</b>	Annual starting salary pro-rata: £14,359.80 however following successful probation, 12 month pro-rata salary increases to: £14,985.00
<b>Employment Period:</b>	12 month fixed term contract.
<b>Probation Period:</b>	3 months minimum
<b>Entitlements:</b>	Holiday entitlement of 16 days pro-rata (annually) + Bank Holidays. Pension (Auto-enrollment), Allowable reasonable expenses ie travel. Training allowance to maintain an up-to-date skill set available.
<b>Accountable to:</b>	Chief Executive Officer

### **The Role:**

The Fundraising Lead will be responsible for increasing the financial sustainability of the charity through proactive and strategic income generation. This includes leading on community fundraising initiatives, organising and delivering events, building donor and corporate relationships, and supporting the development of a volunteer fundraising team. The role is pivotal to ensuring CFDN meets its growing financial needs and can expand its outreach and support services to individuals with disabilities and their families.

This is a hybrid role; the successful candidate will be home-based but will be expected to work in the community around **60% of the time**, including attending events, meetings, and local engagements across East London and Essex.

### **Personal Qualities:**

The Community Disability Advocate will be deeply committed to promoting inclusion, equality, and diversity, both within CFDN and the broader community. They will have a strong passion for advocating for individuals with disabilities and their families, demonstrating unwavering dedication and enthusiasm for their role. As a part of the CFDN team, they will excel in building meaningful relationships with members, families, colleagues, and external stakeholders to promote the work of the charity whilst keeping the needs of our members at the forefront of everything they do.

Professional and supportive conduct is fundamental to the role of the Community Disability Advocate, and they foster an environment of honesty and transparency in their interactions with members and families. They will be proactive problem solvers, have a friendly and approachable nature, be great communicators and actively encourage collaborative efforts to advance CFDN's charitable mission.

Please see the Person Specification for a full breakdown of the essential and desirable skills, attitudes and knowledge required for this position.

### **Essential Qualities and Experience:**

1. Proven experience in charity fundraising, community fundraising, or income generation roles.
2. Experience in planning and delivering successful fundraising campaigns and events.
3. Strong written and verbal communication skills, including writing grant applications or sponsorship proposals.
4. Demonstrated ability to build relationships with donors, corporate sponsors, and local stakeholders.
5. Experience working with volunteers or coordinating volunteer-led initiatives.
6. Computer literate and confident using Microsoft Office, digital platforms, and databases.
7. Able to work both independently and collaboratively with teams.
8. Have good English skills (written and verbal) to understand complex policies, procedures and legal requirements within the United Kingdom.
9. A genuine commitment to CFDN's charitable objectives and a strong desire to make a positive impact on the lives of those with disabilities.
10. Upholds the highest standards of integrity, honesty, and ethical conduct, serving as a role model for CFDN's values.
11. Demonstrates the ability to think creatively and contribute to the overall success of CFDN's mission.

### **Desirable Skills and Attributes:**

1. Knowledge of charity governance and fundraising compliance (e.g., GDPR, Fundraising Regulator).
2. Experience within a disability or health-related charity.
3. Experience with digital fundraising tools and platforms.
4. Grant writing or trust fundraising experience.
5. Experience of managing budgets, analyse data and produce reports on fundraising performance.

### **Time Commitment:**

The Charity Fundraising Lead should be able to commit sufficient time to fulfil their duties effectively, including meetings, events, and home working. Flexibility on working evenings and weekends is required.

The fundraiser will be required to work over 3-4 days a week meeting the 21 hours as agreed with their line manager. 60% of the working week will be spent with direct public / stakeholder engagement whilst 40% will be spent on clerical and administrative tasks to increase online donations, fundraising strategies, relationship building and donor engagement. The fundraiser will work in a hybrid role working on the road and from home.

### **Recruitment Process:**

All team members, including fundraisers, must undergo the CFDN's recruitment process and interview including background checks, reference checks and verification of eligibility to work within the UK. The candidate must clear a Disclosure and Barring Service check including the Adult & Child Barring List.

### **More Information:**

For more information about the role, please contact Daniel Ruscoe (CEO) or visit our website

Email: [dan@cfdn.org.uk](mailto:dan@cfdn.org.uk)

Web: [www.cfdn.org.uk](http://www.cfdn.org.uk)

## Person Specification

**Role Title:** Charity Fundraising Lead

Technical skills, performance and values required	Essential	Desirable
Proven experience in charity fundraising or income generation	✓	
Ability to design and deliver successful fundraising campaigns and events	✓	
Experience securing income through community fundraising, sponsorships, or corporate partnerships	✓	
Strong writing skills for producing grant applications, proposals, and reports	✓	
Excellent verbal communication and presentation skills	✓	
Comfortable working independently and managing multiple fundraising projects simultaneously	✓	
Experience leading or supporting fundraising volunteers	✓	
Genuine commitment to CFDN's mission, values, and the empowerment of individuals with disabilities	✓	
Strong interpersonal and relationship-building skills	✓	
Upholds integrity, transparency, and ethical conduct	✓	
Experience in reporting on fundraising metrics and financial performance		✓
Understanding of charity regulations, GDPR, and Fundraising Regulator guidance		✓
Experience in using fundraising or donor CRM systems		✓
Digital fundraising skills, including the use of online donation platforms and email marketing tools		✓
Knowledge of or experience in the disability or community charity sector		✓
Knowledge in supporting people with disabilities or related fields		✓
Creativity and innovation in fundraising ideas and donor engagement	✓	
Experience applying to charitable trusts and foundations		✓

Demonstrated leadership and ability to build and manage a team or group of volunteers	✓	
Strong IT skills, including Microsoft Office, email systems, cloud-based storage, and use of social media for fundraising	✓	
Willingness to undertake ongoing training and development	✓	
Ability to travel independently across East London and Essex	✓	
Driving licence and access to own transport		✓
Ability to attend and support charity events, including occasional evenings or weekends	✓	
Commitment to equality, diversity, and inclusion	✓	
Experience delivering fundraising training to volunteers		✓
Ability to contribute to the charity's strategic fundraising planning	✓	

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Approved by: DR