



The Brilliant Club

Recruitment Pack

Fundraising Manager

November 2022



Registered Limited Company: 07986971

Registered Charity: 1147771 (England and Wales), SC048774 (Scotland)

Registered Office: 17th Floor, Millbank Tower, 21-24 Millbank, SW1P 4QP

Fundraising Manager

Start Date: Immediately on completion of notice period

Salary: £38,662 - £43,712 (plus £2,000 London Weighting if applicable)

About the role

We are excited to be recruiting a Fundraising Manager to join our External Affairs Department. This role will be instrumental in meeting annual fundraising targets of £1m and above, securing the funding needed to deliver our ambitious organisational strategy, [Join the Club](#).

The Fundraising Manager will secure new funding from trusts and foundations and corporate partners, and steward a portfolio of existing funders, creating excellent experiences for them. We have a strong funding base of trusts and foundations, and experience of trust fundraising is essential to continue making the most of this income stream. The role will also work with colleagues across the charity to develop engaging opportunities to attract corporate supporters. The post will report into the Head of Philanthropy and line manage a Fundraising and Events Coordinator.

While this role can be based at any of our offices throughout the country, we expect some travel will be required (mainly to London) for events and to attend in-person meetings.

About you

The role will be best suit someone who

- Has substantial experience of working with external stakeholders in a fundraising capacity
- Has experience of developing successful bids and creating high-quality reports
- Takes pride in building exciting supporter engagement opportunities
- Is comfortable working with senior stakeholders
- Has a demonstrable passion for furthering The Brilliant Club's mission



About The Brilliant Club

What we do

Access to higher education and the life-changing opportunities that come from attending the most competitive universities is not equal. 1 in 3 of the most advantaged students progress to the most competitive universities. In contrast, only 1 in 33 of the least advantaged young people access these universities.

We think this is fundamentally unfair. We work across the UK to support less advantaged students to access the most competitive universities, and to succeed when they get there.

Between 2021 and 2026, we will work with 100,000 students across the UK to help them to develop the knowledge, skills and confidence to access the most competitive universities. We will also support 11,000 students from disadvantaged backgrounds to succeed once they enter universities.

We hope that you'll consider joining us, as we work to create a fairer society where no child's education is limited by their background.

Working for us

- We're happy to talk flexible working
- Hours: 37.5 hours per week Monday to Friday, flexible working with 10am – 3pm core hours, some evenings and weekends required
- We have offices in Birmingham, Cardiff, Leeds and London. Although we are a hybrid organisation and will enable you to set up an office to work effectively from home, we do think in-person connection time is important
- After your first month in this role, we expect you to be connecting face-to-face with colleagues on at least 3 days per month. In your first month, we'll ask you to be in offices a little more regularly than this to make sure you're getting to know your key colleagues and feeling connected to the organisation

Our values

- We get to a solution
- We seek and act on the best data available
- We understand that little things go a long way

Diversity at The Brilliant Club

We think it is important that our charity reflects the lived experience of our beneficiaries, and we want to be an organisation where employees from any background can thrive. We particularly welcome applications from disabled, Black, Asian and Minority Ethnic, Lesbian, Gay, Bi, Trans including nonbinary candidates, and candidates from low-income families.

Safeguarding

The Brilliant Club is committed to proactively safeguarding children, beneficiaries and staff and to taking reasonable steps to protect all those who come into contact with the Charity from harm. The safety and welfare of everyone affected by the Charity's activities, especially children, is a key governance priority.

As part of our recruitment and selection process and commitment to safeguarding, we will undertake a Disclosure and Barring Service (DBS) check of all individuals in this role. Any offer of employment will be subject to a satisfactory disclosure report.



Responsibilities

- Leading on securing new business from trusts and foundations and corporate supporters
 - Generate fundraising leads through research, event attendance and building connections
 - Write high-quality applications and fundraising materials
 - Work closely with team members across the organisation to create engaging funding projects and engagement opportunities
- Steward a portfolio of existing funders and secure renewed support
 - Oversee funder reporting (with support from Fundraising Coordinator)
 - Create exciting supporter experiences
- Line management
 - Line manage and support a Fundraising Coordinator to develop and grow in their role
- Fundraising Governance
 - Provide regular updates on fundraising progress, escalate risks and recommend mitigations to ensure that the fundraising target is met
- Best practice
 - Maintain awareness of the fundraising regulatory environment and trends
 - Support colleagues to build fundraising understanding
- Wider Support
 - Support The Brilliant Club's wider activities, including event support as required

Person specification

Time and Resource Management:

- Role models personal efficiency and supports others to be more efficient

External Stakeholder Knowledge and Management:

- Has strong stakeholder relationships and can teach others how to build strong relationships.
- Identifies the opportunity to proactively engage with external stakeholders that benefit the stakeholder and the charity

Communication:

- Communications consistently have the desired impact, helping the audience to think, feel or do what was intended
- Confidently adapts content, tone and delivery of written and oral communications to the needs of the audience and is aware of their impact
- Makes sound, nuanced judgments about how, when and whether to communicate difficult or sensitive messages
- Evaluates the quality of communications within the charity and with external stakeholders

Initiative and Problem-solving:

- Approaches issues with fluidity, flexibility and an understanding of the wider external context
- Responds quickly to solve problems that arise, seeking input and buy-in from relevant internal and external stakeholders and understanding that little things matter

Developing Self and Others:

- Supports personal development of team, drawing on own experience and the experience of others
- Shares learning and experience with the charity and wider sector, and proactively seeks to engage with and share best practice

What comes next

To apply: Submit your application by clicking [here](#). We will not consider applications that do not refer to this post.

Deadline: 9am on Monday 5th December.

Interviews: First round interviews on Friday 9th December. Second round interviews on Thursday 15th December. Interviews will take place virtually on Microsoft Teams.

For more information: Visit our website or call Nato Asaturov on 020 3005 3341.