



Title:	Fundraising Manager
Responsible to:	Director/Head of Operations
Hours:	14 hours per week
Salary:	£14,000-£16,000 (pro rata based on £35,000-40,000 FTE) (depending on experience and qualifications)
Based:	Willesden, NW10 2JR + other locations if required (hybrid; 1 day per week remote working)
Contract:	Permanent (subject to continuation of funding)
Please note:	DBS check will be required

BIAS is a leading local Irish charity which has supported England's largest community in Brent for over 45 years. We deliver our support across London through our welfare advice drop-in service, our active ageing clubs and our Be-a-Friend volunteer scheme. This is an exciting new role in which you will proactively generate and grow fundraising income across all fundraising streams to enable us to continue supporting the most vulnerable members of the Irish community. You will support our fundraising strategy by contributing to digital communications and creative content across all channels, in cooperation with project delivery teams. The role will play a central part in raising awareness and growing supporter engagement through digital campaigns, donor events, individual giving initiatives and the development of relationships with local businesses.

Key responsibilities

- Develop and deliver BIAS's community fundraising strategy.
- Develop and implement a varied portfolio of events, community fundraising activities and campaigns, all of which reflect the spirit of BIAS.
- Explore marketing opportunities to raise the profile of the charity.
- Ensure relevant processes are in place to deliver successful, profitable community fundraising activities.
- Oversee the management of fundraising systems and platforms in order to create the best possible experience for donors and participants.
- Develop a robust supporter journey for community fundraisers which leaves them with an excellent experience and generates a long-term relationship with BIAS.

To achieve these objectives, the post holder will be expected to:

- Plan, budget, coordinate and attend an annual community fundraising and events calendar with set objectives, budgets and KPIs for each activity.

- Regularly review the performance of fundraising activities/events, making recommendations for improvement.
- Build and maintain a variety of community relationships across varying stakeholders.
- Explore and coordinate fundraising opportunities such as online donation platforms, auction platforms and text-to-donate services.
- Work with colleagues to ensure that all events are adequately supported with staff, volunteers and post-event debriefs.
- Ensure that all events and activities are compliant with the Code of Fundraising Practice, GDPR and internal policies.

This job description reflects the basic duties required of the Fundraising Manager. However, it is necessary for all staff to be flexible and you may be required from time to time to perform other reasonable duties which are required for the efficient running of the organisation. We will also offer training opportunities to support your career development.

What we're looking for...

- Experience of designing and delivering successful community fundraising events, campaigns and activities, preferably with a track record of at least two years.
- Excellent organisational and administrative skills, including budget and project management.
- Ability to build excellent working relationships, especially with supporters and partners.
- Strong team player who will ensure clear and regular communication with the BIAS management team.
- Ability to keep calm under pressure and maintain a clear head, anticipating risks and problems.
- A willingness to adapt and be flexible.
- Ability to travel.
- Competent user of Microsoft Office suite, with experience of CRM systems.
- Empathy and an understanding of the Irish community.

How to apply:

To apply, please send a **CV and cover letter** to recruitment@biasbrent.co.uk. Your cover letter should demonstrate how you meet the essential and desirable criteria for this role, with supporting examples.

The deadline for applications is **29th January 2026** but we encourage candidates to apply as soon as possible as interviews may be carried out on a rolling basis.

About BIAS

BIAS is a local charity which has supported England's largest Irish community in Brent for over forty-five years. We deliver our support through our welfare advice drop-in service, our active ageing clubs and our Be-a-Friend volunteer scheme. We raise over £2 million in extra income for the most vulnerable every year and have over 3000 attendances at our club services. BIAS has exciting plans for further expansion in 2026 and has a range of medium- to long-term grant funding, including from Ireland's Emigrant Support Programme.

For further information about BIAS, please see our website www.biasbrent.co.uk.

PERSON SPECIFICATION

This lists the skills, experience, knowledge and abilities needed for this post.

Please make sure that you refer to these in your cover letter.

A = Application; I = Interview

Essential criteria	Method of assessment
First-hand experience of fundraising, with a proven track record of fundraising success.	A
Capacity to create and deliver compelling fundraising activities that successfully engage individual supporters and local community stakeholders and encourage corporate supporters.	A / I
Experience of implementing, maintaining and overseeing a fundraising strategy to meet the financial goals of the organisation.	A / I
Excellent written and verbal communication skills, with the ability to inspire and motivate existing and prospective supporters.	A / I
Excellent organisational skills and experience of working to deadlines while coping with competing priorities, working both independently and as part of a team.	A / I
Ability to build positive working relationships across staff, partner organisations and other stakeholders to develop lasting donor relationships.	A / I
Excellent IT skills, including a good working knowledge of Microsoft Office, CRM systems and social media.	A / I
Alignment with BIAS's core values and empathy for people from disadvantaged, marginalised or socially excluded backgrounds.	A / I
An understanding of and commitment to equity, diversity and inclusion.	A
Desirable criteria	
Knowledge of the Fundraising Regulator's Code of Fundraising Practice.	A / I
An understanding/awareness of the needs of the Irish community.	A / I