



## Fundraising Officer

(November 2024)

Rainbow Migration, the longest-running charity in Europe dedicated to supporting LGBTQI+ people through the asylum and immigration system, is recruiting a Fundraising Officer to play a key role in supporting the effective delivery of our fundraising strategy.

This is an exciting time to join the organisation. We have grown rapidly over the last five years from a small charity generating £200k in 2019 to £833k in 2023. We are now expanding our fundraising team so that we can reach and sustain our target income of just over £1 million by 2027. The Fundraising Officer is a new and varied role that will work with all areas of the organisation and an opportunity to develop fundraising skills in a range of income generating activities.

We are looking for an individual with previous experience in fundraising or a related field with excellent writing skills and an ability to build lasting relationships with our supporters. You will support the delivery of our fundraising strategy as a whole with an emphasis on individual giving. You will also fundraise from corporate supporters, trusts and foundations and support the Fundraising Manager with other fundraising initiatives. Your responsibilities will include:

- Support the development, implementation and monitoring of donor acquisition, stewardship and retention plans and strategies
- Plan and deliver individual giving campaigns and appeals
- Work with colleagues to ensure Rainbow Migration's digital channels are optimised for individual giving
- Support community fundraisers and corporate supporters to deliver their fundraising activities, and attend and speak at events
- Prepare and submit funding applications and reports for small grants to trusts and foundations and other grant-giving bodies
- Keep fundraising materials up to date and develop new materials as needed
- Maintain the database, systems and record-keeping relevant to the fundraising function

Rainbow Migration's vision is that LGBTQI+ people can settle safely in the UK and lead fulfilling lives.

Our values are:

- **Safety:** We believe everyone should be safe from persecution and safe to be themselves. We strive to create a safe workplace culture, and we place importance on the wellbeing of everyone involved with Rainbow Migration.

- **Integrity:** We are thorough and honest in everything we do, and we take responsibility for our actions. We want to be accountable to our communities and those who support us.
- **Belonging:** We welcome and include all LGBTQI+ people, and we celebrate and value their range of experience in terms of gender, religion, race, age, disability status and class. We try to remove obstacles to participation, champion equality and promote a sense of family or home through our services.
- **Respect:** We believe that every person is equal and deserves the same level of courtesy, care, and attention. We respect the rights, wishes and feelings of our service users, and campaign for their rights to be respected as they go through the asylum and immigration system.

At Rainbow Migration, we don't just accept difference – we celebrate it, we support it, and we thrive on it. We're proud to be an equal opportunity employer and we value diversity. We do not unlawfully discriminate on the basis of race, religion, colour, national origin, gender, gender identity sexual orientation, age, marital status, or disability status. We consider all qualified applicants, consistent with any legal requirements.

We strive to build a team that reflects the diversity of the community we work in and welcome applications from candidates with lived experience of going through the UK asylum system or who have been subject to immigration control, and also people of colour who are currently underrepresented among our staff in relation to our service users. We offer a guaranteed interview scheme for anyone considered as disabled under the Equality Act 2010 if they meet the essential criteria. If you wish to qualify under this scheme, please make this clear when applying.

Owing to the nature of the work, the successful applicant will be required at the point of conditional job offer to disclose all unspent criminal records and subsequently to undergo a basic DBS check. See our [website](#) for more information.

**Contract Type:** Permanent

**Hours:** Full-time (35 hours per week). Working part-time (minimum 28 hours a week) or job-sharing will be considered. When applying, please state what hours you are looking to work. Occasional evening or weekend work is required, but with plenty of notice. Rainbow Migration encourages staff to maintain a good work life balance and has a TOIL system in place.

**Salary:** Starting at £30,236 with potential annual step increases up to £33,899 (pro rata if working part-time), plus statutory employer's pension contribution. In addition to an annual step increase, the trustees consider giving a separate inflationary increase every April.

**Location:** Remote or from Rainbow Migration's offices which are based in London between Vauxhall and the Oval. Hybrid working will also be considered. The successful candidate could work from anywhere in the UK but would be expected to occasionally travel to London and other parts of the country for meetings and events. At the time of posting this advert, none of our staff are going into the office every day. Please contact us if you have any questions.

**Annual Leave:** 25 days per year rising after 24 months by 1 day after each year of service to maximum of 28 days per year (pro rata if working part-time).

**Benefits:**

- Two days of wellbeing leave to be taken at short notice in each calendar year (pro rata for part-time staff)
- Enhanced parental leave and pay
- Full pay for jury service (up to four weeks), compassionate leave (up to two weeks) and dependants' leave (up to four days, pro rata for part-time staff)
- Separate salary step and inflationary increases considered every year
- TOIL system
- Hybrid working policy, including possibility of working abroad for 10 working days (pro rata for part-time staff) each year
- Policy on staff loans or salary advances for difficult times
- Work laptop and mobile phone
- Training and learning opportunities
- Employee telephone counselling service
- Clinical supervision for staff delivering services

## How to apply:

**Closing date:** 9am 25 November 2024

**Interview dates:** 6 December or 10 December

Please read the job description and person specification. If you have any questions about the role or would like to find out more before applying, then you can contact us via [recruitment@rainbowmigration.org.uk](mailto:recruitment@rainbowmigration.org.uk).

Please send to [recruitment@rainbowmigration.org.uk](mailto:recruitment@rainbowmigration.org.uk):

1. Your CV
2. A written statement (max 1,000 words). Instead of a written statement you may submit your statement by video or audio recording (max 8 minutes)

We'd also be grateful if you would complete this optional [monitoring form](#)

In your statement, please:

1. Explain why you are interested in this role and give examples of how you meet the person specification. In addition to what is on your CV, we want to hear about any relevant skills and experience that demonstrate how you meet the necessary criteria for the role, and if you meet any of the advantageous criteria. Skills and experience could be from training, volunteering, interests or life experience
2. Confirm if you wish to be considered under the guaranteed interview scheme for anyone considered as disabled under the Equality Act 2010 (physical or mental impairment that has a 'substantial' and 'long-term' effect on your ability to do normal daily activities)
3. Accept that, if successful, you will be required to disclose all unspent criminal records at the point of conditional job and subsequently to undergo a basic DBS (Disclosure and Barring Service) check

If you are an expert by experience (a refugee or a migrant with direct, first-hand experience of issues and challenges of the UK asylum or immigration system), you can ask for independent and confidential support for your job application from the [Experts by Experience Employment Network](#). Please complete [this form](#) to request support and they will confirm if they can match you with a mentor to support your application.

By submitting an application, you:

1. Confirm that you have the right to work in the UK and will produce the necessary documentation if you are offered this post.
2. Declare that to the best of your knowledge and belief, the information provided with your application is true and correct and that you understand that any false information or statement given will justify your dismissal from Rainbow Migration if appointed.

### Privacy notice

If you apply for this role, the information you provide will be processed according to Rainbow Migration's [privacy policy](#). Rainbow Migration will not share your information with any third parties unless part of the recruitment process or are legally required to do so. By applying, you are permitting Rainbow Migration to access and use the information for recruitment purposes. Information is kept for the minimum period necessary, which for CVs, covering statements and/or audio or video submissions for unsuccessful applicants is 12 months after the conclusion of the recruitment campaign. Monitoring information is kept separately and is pseudonymised to avoid identification of applicants. It is amalgamated for statistical purposes and the original data is then deleted after six months.

# Fundraising Officer

## Job Description

### Purpose

The Fundraising Officer will help us to secure the income we need to achieve Rainbow Migration's impact goals:

1. Asylum and immigration system treats LGBTQI+ people fairly and with dignity
2. LGBTQI+ people who need protection are granted leave to remain
3. Optimal wellbeing and no isolation among LGBTQI+ people who are seeking asylum or have refugee status
4. The experiences and needs of LGBTQI+ people migrating to the UK are better understood inside and outside Rainbow Migration

### Responsibilities

#### Individual giving

- Support the development, and implementation of plans and strategies to acquire, steward and retain donors including planning supporter journeys, supporting digital advertising campaigns, writing copy for email, web and social media, and setting up automated email journeys
- Plan and deliver effective individual giving appeals and campaigns
- Monitor and report on individual giving activity to inform future plans and strategies e.g. email and ad performance, conversion and retention rates
- Analyse and segment supporter data to identify fundraising opportunities
- Ensure Rainbow Migration is registered with a variety of fundraising platforms
- Work with colleagues to improve the Rainbow Migration website and digital channels to facilitate individual giving
- Support community fundraisers to deliver their fundraising activities by providing information, advice and materials and attending and speaking at events

#### Corporate fundraising and partnerships

- Manage relationships with corporate partners or other organisations as agreed with the Fundraising Manager
- Work with the Fundraising Manager to identify opportunities for new corporate relationships
- Support corporate partners and other organisations to deliver their fundraising activities by providing information, advice and materials and attending and speaking at events
- Coordinate colleagues to deliver presentations and talks about our work for corporates and other organisations

#### Grant fundraising

- Prepare and submit funding applications and reports for small grants to trusts and foundations and other grant-giving bodies

- Support the Fundraising Manager to maintain and develop a pipeline of existing and prospective funders
- Support the preparation of funding applications and reports for large and multi-year grants to trusts and foundations and other grant-giving bodies

### General fundraising

- Support the Fundraising Manager to maximise other fundraising opportunities e.g., major donor fundraising, legacy giving
- Respond to external fundraising enquiries and communicate with funders and supporters in line with policies and procedures
- Work with colleagues to process donations and other income
- Maintain the database, systems and record-keeping relevant to the fundraising function
- Keep up-to-date the case for support, fundraising pack and other fundraising materials, and develop new materials as needed
- Work with colleagues to ensure case studies of our work are captured to support fundraising activities
- Research and monitor opportunities and trends in grant giving, individual giving and other areas of fundraising

### Other

- Support other areas of Rainbow Migration's work when required, including representing Rainbow Migration at events
- Support colleagues to maximise the involvement of LGBTQI+ people with lived experience in our work
- Comply with all Rainbow Migration policies
- Undertake other reasonable tasks as requested

### Reporting

The Fundraising Officer will be line managed by the Fundraising Manager.

# Fundraising Officer

## Person Specification

Skills and experience can be gained from a variety of places: paid or voluntary work, training, general interest, and life experience.

### Necessary skills and experience

1. Experience in fundraising, communications, marketing, business development or other related field
2. Excellent writing skills with the ability to tailor style and tone for a range of audiences and purposes
3. Excellent interpersonal skills and the ability to build rapport and develop effective relationships with a range of stakeholders
4. Good organisation and project management skills e.g. forward planning, time management, coordinating colleagues and other stakeholders, maintaining systems, processes and record-keeping

### Advantageous skills and experience

1. Experience in individual giving
2. Experience in digital fundraising/marketing e.g., email marketing, digital advertising
3. Experience of using Salesforce or an equivalent Customer Relationship Management (CRM) database
4. Experience of using Mailchimp
5. A track record of meeting targets
6. Confidence to speak in public
7. Ability to analyse data to inform decision-making and planning

### Essential core competencies expected of all Rainbow Migration staff

1. Committed to Rainbow Migration's mission, vision and values
2. Good English verbal and written communication skills
3. Ability to work independently while understanding the importance of seeking guidance and support when required
4. Ability to plan and prioritise work and meet deadlines
5. Ability to work collaboratively within a small, multidisciplinary team
6. Ability to work occasionally outside regular office hours with plenty of notice
7. Ability to work with people from diverse backgrounds
8. Ability to use standard workplace software programmes including Microsoft Word, Excel and PowerPoint.

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