



MAMA Youth Project
A Registered Charity No. 1119238
A Company Limited by Guarantee No. 6033670
Tel: 07869 215 301
www.mamayouth.org.uk
Email: info@mamayouthproject.org.uk

Fundraising Manager - Job Description

Who we are

MAMA Youth Project is a BAFTA award-winning charity that has been transforming lives through media training and employment opportunities for over 20 years. We support motivated young adults from under-represented backgrounds to build careers in the media industry through practical training, hands-on work experience and access to industry networks. We work closely with leading broadcasters and production companies to help young people develop their skills, gain confidence and secure sustained employment. Our mission is to create a more inclusive media industry where diverse talent is recognised, trusted and given the opportunity to thrive.

What We Are Looking For

We are looking for a motivated, talented and commercially minded Fundraising Manager to help grow MAMA Youth Project's income, diversify our funding sources and expand our donor base, strengthening the organisation's long-term financial security and sustainability.

The successful applicant will have a strong commercial understanding, as securing corporate donations, sponsorship and strategic partnerships will be a significant part of the role. They will also have proven experience in securing funding from trusts, foundations and other third-sector sources, with the ability to identify and pursue opportunities across a range of income streams.

Working closely with the Chief Executive Officer, Chief Operating Officer and Director of Operations, the Fundraising Manager will play a pivotal role in securing new funding, maximising existing income streams and building lasting relationships with funders, donors and corporate partners.

Key responsibilities will include researching and identifying prospective funders, developing compelling funding applications and proposals, cultivating strong relationships with donors and partners, and contributing significantly to the development and delivery of MAMA Youth Project's fundraising strategy.

We are looking for someone who can combine strategic thinking with a proactive, hands-on approach to fundraising, recognising opportunities, building relationships and translating them into sustainable income that enables MAMA Youth Project to continue changing lives through opportunities in the television, film and media industries.

Job Title: Fundraising manager

Report to: COO

Salary: £35,000 - £40,000 (pro-rata) based on experience

Contract Term: Permanent

Benefits: Eligibility to join The People's Pension scheme

Access to Health Assured; company Health and Wellbeing services and App



Location: MAMA Youth offices at Garden Studios in Park Royal and remote, with flexibility to work off-site at various locations as required

Hours: 24hours/week

Main areas of Responsibility

- To develop a thorough understanding of MAMA Youth's ethos, business objectives and aims
- To develop bespoke trust and grant applications and tender bids, coordinating input from key team members across the organisation
- To identify and build relationships with suitable prospective funders
- To write proposals that could raise revenue, including applications for third sector grants
- To take full responsibility of managing the start to end process of the timetable of writing bids/trust & grant applications, ensuring they are written, submitted and signed off by agreed deadlines
- To proof read, edit and refine other proposals written by colleagues
- Administration & Data Tracking: To oversee the grant reporting calendar, keep accurate records of donations, manage CRM databases and ensure compliance with charity law and gift aid rules
- Develop strong business relationships with colleagues and key stakeholders to support our programme and impact communications
- To be responsible for the smooth stewardship of donors, ensuring all donors are personally thanked quickly and receive appropriate communications
- Reporting: Monitor fundraising progress against financial targets and report outcomes to stakeholders.

Person Specification

ESSENTIAL

Person Specification

Essential Criteria

- Fundraising experience: A minimum of three years' experience working in a fundraising role.
- Bid writing: A proven track record of researching, writing and editing successful funding bids in competitive funding environments.
- Corporate fundraising: Proven experience of securing corporate donations or funding, developing relationships with businesses and identifying opportunities to generate new income through corporate partnerships.



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- Communication skills: Excellent written and verbal communication skills, with the ability to convey complex, technical or sensitive information clearly and appropriately to colleagues, funders, young people, their families, carers and other stakeholders.
- Financial planning and budgeting: Experience of developing project costings, preparing budgets and incorporating financial information into fundraising applications.
- Organisation and delivery: Strong organisational and time-management skills, with the ability to manage competing priorities, meet deadlines, monitor progress, evaluate outcomes and produce clear reports.
- Relationship management and collaboration: The ability to build and maintain effective working relationships with a wide range of stakeholders and professionals, adapting communication and working styles to achieve shared objectives.
- Working under pressure: Experience of working collaboratively and effectively in a fast-paced, high-pressure environment while maintaining accuracy and attention to detail.
- IT skills: Good working knowledge of Microsoft Office applications, including Word, Excel and PowerPoint.

DESIRABLE

Relevant qualifications, recent training and development

Understanding of media production

End notes:

MAMA Youth Project puts the development of its staff as a priority and whenever and wherever possible will offer training when required. MAMA Youth Project will give due consideration to requests made in terms of flexible/hybrid working in addition to any reasonable adjustments required.

The key tasks indicated above are not an exhaustive list and are subject to amendment to take account of changing circumstances. Any changes will always be made in discussion with the post holder, who is asked to be flexible, in line with the needs of the post and of the charity.

To Apply

Application Process and Closing Date:



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Interested applicants are welcome to have a conversation with Cristina Ciobanu, COO, (Cristina@mamayouthproject.org.uk) prior to applying.

If you are interested in the role then please submit to Cristina@mamayoithproject.org.uk a current CV and a supporting statement (maximum 2 sides), stating why you believe you are suitable for the role. Please ensure that your application fully addresses the essential requirements of the Person Specification. Please also provide contact details of 2 references.

Deadline for applications: Sunday 8th of November

First round interview (on Zoom): week commencing 9th of November

Final Panel interview (in person, in London): week commencing 16th of November

Subject to an enhanced DBS and reference check