



## Fundraising and Development Organiser

<b>Start date</b>	September/October 2024
<b>Time commitment</b>	2 days per week freelance for 12 months
<b>Location</b>	Hybrid - home working & in our office in London
<b>Pay</b>	£165.50 per day freelance position (flat rate across the organisation)
<b>Line management</b>	This role has no line management responsibilities. We are a small non-hierarchical team and share responsibilities for the organisation. See below.
<b>Contract time</b>	Fixed term for 12 months with view to extend.
<b>Application deadline</b>	9am on the 6th August 2024
<b>Job summary</b>	To drive the next phase of the organisation as we grow our activities and external profile. To lead on the organisation's income generation & maintaining key relationships with funders/donors.

### Welcome to Xenia!

**Xenia is a grassroots women's organisation on a mission to create more inclusive, equal and welcoming communities.** We deliver weekly workshops in London and Sheffield which support women from all backgrounds, ages, faiths, cultures and immigration statuses to share, connect and learn together.

**Participants are at the heart of the Xenia community.** Migrant, refugee, asylum seeking, and British women come together as active equals at our workshops where we use the arts, heritage and power of conversation to connect, learn from each other and take part in local civic life. Together we create a community that supports practising spoken English, reduces social isolation, connects different cultures, and gives underrepresented women access to civic and democratic opportunities.

**As an organisation Xenia is non-hierarchical and participatory, meaning decisions are made collectively and are proactively informed by participant involvement.** The organisation is run by an Organising Team, made up of a small number of staff (currently 5) and volunteers and the trustee board. We aim to be true to our values that everyone has something to teach and everyone has something to learn. We do not have managers and instead operate in a flatter structure in which everyone contributes to running the organisation.



**This is where you come in.** We are looking for the newest member of Xenia's staff team to drive our growth forward, with the support of the staff, Organising Team and Trustee Board. This role is right for you if you have a strong desire to work in a non-hierarchical setting, have a good understanding of migrant women's lives, and an unwavering commitment to equality and inclusion. You will have experience of raising funds from varied sources, with excellent communication skills that are adaptable to different people and situations. Most of all, you will be excited by the work that Xenia does.

**Xenia has a strong commitment to equality and inclusion in all aspects of its work.** We actively seek out ways to prevent and combat all forms of prejudice and oppression in our workshops and in our working practices. **If we can make this application more accessible, please email Makena: [welcome@xenia.org.uk](mailto:welcome@xenia.org.uk)**

**If you think you could be a good fit for this role in Xenia, we'd love to hear from you.** Even if you're not sure you have the right experience, you can always get in touch and have a chat.

## **Job Description for Fundraising and Development Organiser:**

### **Key responsibilities**

- **Fundraising**
  - Securing circa £130k per year from a range of sources. This includes submitting applications to trusts, foundations. It may also include maintaining major donor relationships, and establishing new relationships and leading on public fundraising campaigns.
  - Developing other sources of income generation as agreed with the Finance & Fundraising sub-group
  - Work with the team to develop Communications and Fundraising Strategies, with support from Organising Team members and Trustees
- **Grant management**
  - Liaison with funders and donors
  - In collaboration with Delivery Organisers: coordination & submission of grant reporting, monitoring grant deadlines and submission requirements
  - In collaboration with Operations Organiser: putting together grant budgets and monitoring grant allocations

### **Strategic partnerships and external relations**

- Developing professional strategic relationships with the wider sector
- Writing blogs, speaking at conferences, contributing to sector discussions
- Being a spokesperson for Xenia at events



### **Communications**

- Occasionally creating digital assets for social media and or contributing posts, blogs or promotions, especially in relation to grant funders
- o producing a monthly newsletter

### **Being an active member of the team**

- o At Xenia we do not have a hierarchical management structure; instead all team members play an active role in the staff team making decisions that best guide our organisation.
- o As part of this role, you will be expected to play an active role in the Xenia Team. You will join other staff team members in sitting on the Finance and Fundraising sub-group and quarterly Trustee meetings.
- o Conduct all work in a way that reflects the values of Xenia.
- o Commit to personal development in the role, attend training and development opportunities as is beneficial for you and your role at Xenia (these will be mutually agreed).
- o Attend a Xenia workshop every 1 or 2 months for which you will be able to take time off in lieu\*.

*\* Please note that these workshops take place on Saturday mornings 10am – 12pm, and team members support from 9.30am – 12.30pm. While we are aware that this may not be possible for all good candidates for this role, it is important that the postholder has an in-depth understanding of the activities of the organisation and therefore this is a requirement. Child care during Saturday sessions can be provided if needed.*

## **Person Specification - Skills and Experience**

### **Essential**

- Experience of securing funds and donations, particularly from charitable trusts and foundations and/or major donors and corporates, and experience of managing funder relationships
- Experience creating strong networks and being a public spokesperson for a group or organisation
- Experience in building partnerships within the voluntary and social enterprise sectors
- Excellent oral communication with a range of audiences, and a confident public speaker
- Excellent written and verbal communication, for example blog writing, funding applications, public statements, social media



### Desirable

- Experience in following sectors: migration, heritage, social integration, loneliness, women, equalities
- Experience developing and implementing strategies
- Experience working in a small charity/social enterprise/start up/ non-hierarchical organisation

### How to Apply

We are wholeheartedly committed to being an equal opportunities organisation, and actively celebrate diversity in all parts of the way we work as a team. We particularly encourage applications from people who identify as Black, from the global majority, from migrant or refugee backgrounds, and women who have experience learning English as a second or other language (either yourself or close family).

If there is any way we can make the application process more accessible, or if you have any questions or challenges for us, please just get in touch.

We would like to see your CV (no more than 2 sides A4) to give some context to your application, but other than that you can apply in whatever form you like. For example you could submit:

- a video, up to 2 minutes
- a written letter of application, up to one A4 page
- any other medium you feel would best showcase your suitability

However you choose to apply, please include:

- why you'd like to work with Xenia;
- what makes you a good candidate for this role;
- how you meet the Person Specification;
- a completed Equal Opportunities Monitoring Form (optional);
- anything else you think is relevant.

Please send your application to [welcome@xenia.org.uk](mailto:welcome@xenia.org.uk) by **9am on the 6th of August 2024**. Some candidates will be shortlisted for an interview. Interviews will take place on the 14th of August.

If you would like to speak to a member of the team before you submit your application, we would love to hear from you. Just email us and we'll find a time for a chat.- [welcome@xenia.org.uk](mailto:welcome@xenia.org.uk)

**Good luck with your application!**