

Job Description: Senior Fundraising Officer

About JRS

The Jesuit Refugee Service (JRS) accompanies, serves and advocates alongside and for the rights of refugees and forcibly displaced people. JRS in the UK supports people made destitute by the asylum process, through advice and casework, practical support, emotional befriending and accompaniment, a programme of creative and therapeutic activities, accommodation, and specialist legal advice.

JRS UK also runs a detention outreach service supporting people detained for the administration of immigration procedures at Harmondsworth and Colnbrook, including befriending, social visiting, and casework support.

JRS UK undertakes research for advocacy to policy makers, alongside communications and community outreach, to raise awareness of the situation facing asylum seekers and to argue for a change in policies that undermine their rights.

JRS UK is based at the Hurtado Jesuit Centre in Wapping, East London. We currently have 31 full and part-time staff and around 100 volunteers, drawn from a wide variety of backgrounds, nationalities and generations; people of all faiths and none; including refugees, young graduates and members of religious congregations. This diversity of perspectives and experience is a source of strength for our work. We work collaboratively with JRS offices around the world, other Jesuit projects in the UK and many others in the church and wider refugee sector.

A Global Mission

The Jesuit Refugee Service (JRS) is an international Catholic organisation with a shared global mission to accompany, serve and advocate alongside and for the rights of refugees and forcibly displaced people. JRS' work is based on hospitality, carried out in a spirit of compassion and solidarity, encouraging participation and community, aiming to kindle hope, secure justice and affirm the dignity of refugees and forced migrants. JRS' values and ways of working are rooted in Catholic Social Teaching and Jesuit (Ignatian) spirituality: JRS actively encourages reflective practice and participative decision-making at all levels of the organisation, as well as investment in, and care for our staff and volunteer teams.

Senior Fundraising Officer

JRS UK is seeking to recruit a full-time Senior Fundraising Officer, responsible for helping to increase and diversify income to fund our frontline services.

This is a senior role, reporting to the Head of Communications, Fundraising and Advocacy. It will involve contributing to our long-term fundraising strategy and identifying new funding opportunities, as well as delivering a range of initiatives including sponsored events, appeals, and legacy campaigns.

We are seeking someone with a positive and ambitious approach towards fundraising challenges, bringing creativity and energy.

The post will be part of our integrated Communications, Fundraising and Advocacy team. As well as working closely with every other member of the team, it will also involve collaborating with our wider staff team, to effectively understand our funding needs and convey these to potential donors.

We are therefore seeking someone with excellent teamwork skills, who will bring new experience and expertise, while working effectively with colleagues to strengthen our fundraising.

JRS UK places high value on encouraging refugee participation in our fundraising, and the Senior Fundraising Officer will play a key part in ensuring this.

We are seeking someone with a proven track-record in fundraising. Much of our fundraising involves engagement with the Catholic community including parishes and religious orders. A good understanding of this landscape is therefore essential.

A strong knowledge of wider trends in fundraising and relevant regulations including data protection is also important.

We welcome and encourage applications from people with experience of seeking safety in the UK.

Specific responsibilities

Fundraising strategy

- Support the Head of Communications, Fundraising and Advocacy on development of JRS UK's fundraising strategy
- Identify new opportunities to increase and diversify our income in order to support frontline services

Community fundraising

- Leading JRS UK's London Marathon fundraising including: recruiting and supporting runners; serving as the primary point of contact with TCS London Marathon; and coordinating JRS UK's presence on race day
- Identifying other sponsored / challenge events and leading JRS UK's involvement
- Working with our Senior Communications and Engagement Officer to develop JRS UK's fundraising in parishes and schools and other outreach settings, including periodically visiting parishes or schools to make appeals

Religious orders

- Working with other members of the Communications, Fundraising and Advocacy Team to support and develop JRS UK's engagement with religious orders
- Identifying new funding opportunities among religious orders and taking primary responsibility for managing JRS UK's relationship with a number of these

Fundraising communications

- Working with our Senior Communications and Engagement Officer on fundraising communications including postal appeals, legacy appeals and digital fundraising

Other responsibilities

- Ensuring that our supporter database effectively supports our fundraising
- Developing our legacy programme, promoting legacy giving, looking after pledges and overseeing legacy case management
- Working with our Grants Officer on occasional applications to trusts and foundations
- Ensuring fundraising practices and materials comply with GDPR, the Data Protection Act, and the Fundraising Code of Practice
- Championing the voice of refugees in our fundraising communications

Person specification

Essential

- At least two years of professional fundraising experience
- An understanding of the Catholic community in the UK and associated structures e.g. parishes, dioceses, religious orders, Catholic charities
- Sympathy for the mission of JRS UK
- Excellent interpersonal and supporter-care skills
- An understanding of GDPR, the Data Protection Act, and the Fundraising Code of Practice

Desirable

- Demonstratable experience in at least one of the following: community fundraising; fundraising communications; trust applications; legacies
- An understanding of the challenges faced by refugees in the UK
- Familiarity with Salesforce or a similar CRM platform
- Experience of event management

Hours: Full-time (37.5 hours)

Duration: Permanent

Location: JRS UK Office, Hurtado Jesuit Centre, Wapping, London E1W 2QT with the opportunity for hybrid working

Salary: £38,000-£42,000

Pension: Additional 10% employer's contribution

Application deadline: Monday 7 October (11:59pm)

Interviews: Week commencing Monday 14 October

We particularly encourage applications from people who have first-hand experience of the UK asylum or immigration system.

You must be permitted to work in the UK. JRS UK is not able to obtain a work visa for this post.

