



## **Fundraising and Communications Manager – Job description**

Salary £30,800 per annum | Duration | 37.5 hours per week | Based in Blackbird Leys, Oxford | Reporting to the Deputy CEO | Deadline: 9am, 12th May

### **About Oxford Hub**

Oxford Hub is a local charity, working to make Oxford better for everyone. We run community volunteering programmes and support local communities to tackle inequalities of health, education and opportunity. Our staff team brings together people with a diverse set of skills and experience, including lived experience of the inequalities we're tackling. We rarely work alone – instead, we bring about change in collaboration with others, including local residents, university students, local charities and public sector partners. This role is an exciting opportunity to help unlock resources to help bring about positive change for some of Oxford's most disadvantaged communities.

### **What you'll be doing**

#### **Fundraising**

- Overseeing fundraising for the organisation, working with the senior team to develop Oxford Hub's fundraising strategy and ensure that the organisation is proactively managing fundraising needs and opportunities.
- Leading on major funding applications and campaigns, as well as supporting programme managers to fundraise for their programmes, primarily through trusts and foundations. This may include reviewing eligibility for funding sources, advising on the fundability of proposals, providing training, and writing, editing and proofreading copy.
- Overseeing reporting, including supporting programme managers to report on and communicate their programme's impact to funders.
- Building a "case for support" for Oxford Hub and working with programme managers to ensure that impact measurement meets fundraising needs.
- Scoping for new funding opportunities and maintaining a spreadsheet of fundraising prospects.
- Supporting the senior team to develop new fundraising prospects, e.g. research partnerships or major donors.

#### **Communications**

- Working alongside the senior team to oversee Oxford Hub's external communications and ensure their consistency.



Working together to  
build a better Oxford

- Managing the content of external communications that are most relevant to fundraising: the website, relevant newsletters, annual impact review and annual report.
- This will involve providing team training, feedback and one-to-one scaffolding support to programme managers and officers to ensure they are communicating effectively.

### What we're looking for

- You are an excellent verbal and written communicator, with a flair for compelling copy and distilling complex ideas.
- You have experience of fundraising – ideally including submitting applications to major trusts and foundations.
- You are comfortable handling numbers, such as budgets and impact data.
- You have experience of mentoring or supporting others to succeed.
- You have strong organisational skills and good attention to detail – you have an excellent eye for detail and can carefully follow processes and use digital systems.
- You care about social justice and building a better Oxford.

### How to apply

To apply, please send a CV and cover letter (no longer than one page) to [joinus@oxfordhub.org](mailto:joinus@oxfordhub.org) no later than **9am on 12 May 2023**.

Please get in touch if you need any reasonable adjustments as part of the application process. If you have any other questions about the role, please contact us via [joinus@oxfordhub.org](mailto:joinus@oxfordhub.org) or on 07510 699133.

*Oxford Hub does not discriminate in employment matters on the basis of age; class; disability; ethnicity; gender; marital status, nationality; parental status; race; religion; sex; sexual orientation or any other protected characteristic. We believe that diversity in the workplace is essential for us to uphold our vision and mission of equality and equity, and empower everyone in Oxford to thrive. We strongly encourage applications from those with lived experience of our areas of work, and those whose voices have historically been heard less often, such as people of colour and people from low income backgrounds. Applicants with disabilities, or circumstances such as ill health, that prevent them from working full-time, are welcome to apply. Please note that we are unfortunately unable to sponsor visas.*

*Appointment to this role is subject to successful references and DBS check, in line with our organisation's safeguarding policy.*