



Recruitment Pack: Fundraising Manager





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Welcome to The Wish Centre!

Thank you for your interest in the Fundraising Manager role at The Wish Centre. I'm delighted you're considering joining our team.

At The Wish Centre, we are committed to supporting individuals and families to live safe, empowered, and independent lives, free from domestic abuse. For over 35 years, we have worked at the heart of our community to provide specialist, trauma-informed services that are accessible, inclusive, and rooted in respect.

This is a pivotal time for us as we strengthen our efforts to grow unrestricted income and build lasting connections with our supporters.

As Fundraising Manager, you will play a vital role in leading our fundraising activities and overseeing our community-facing charity shop. Your work will directly contribute to ensuring that people affected by domestic abuse can access the right help at the right time.

We are looking for someone who shares our passion, brings creativity and drive to their work, and thrives in a supportive, collaborative environment. If you're ready to make a meaningful impact through hands-on fundraising, community engagement and team leadership, we would love to hear from you.

If you have any questions or need support during the application process, please contact our HR Manager at:
stephanie.sayers@thewishcentre.org.

I look forward to welcoming a new colleague who will help us continue to make a difference every day.

Warm regards,

Shigufta Khan
CEO, The Wish Centre

Fundraising Manager | Part or Full -Time | £30,000–£35,000 pa pro rata | Hybrid (Blackburn office base) | 2-Year Contract (with extension potential)

☀️ Join Our Team!

Are you an enthusiastic and motivated fundraising professional looking for your next challenge? Do you want to make a meaningful difference in the lives of people affected by domestic abuse?

The Wish Centre is seeking a dedicated Fundraising Manager to lead and grow our income-generating activities, manage our charity shop, and build lasting relationships with supporters, businesses, and the community. This is an exciting opportunity to join a values-driven organisation with a powerful mission: to support people to live free from domestic abuse.

👛 About the Role:

As Fundraising Manager, you'll:

- Lead the planning and delivery of engaging fundraising campaigns and appeals
- Manage the day-to-day operations of our community-facing charity shop
- Build relationships with local businesses, donors, and community groups
- Oversee and support a small team of fundraising staff and volunteers
- Ensure compliance with fundraising regulations and best practices

This role does not involve strategic organisational leadership but is vital to increasing unrestricted income and community engagement.

👏 About You:

We're looking for someone who:

- Has proven success in fundraising, particularly generating unrestricted income
- Is confident leading campaigns and managing fundraising events
- Can inspire and lead volunteers and staff
- Understands data protection and fundraising compliance
- Has excellent communication and relationship-building skills

Experience in the charity or voluntary sector is desirable but not essential. We value transferable skills and a proactive approach.

Closing Date: 14th August 2025

To read more about the specific duties of the role, please see the full Job Description on the next page!





Job Description

Purpose of the Role

You will be responsible for developing and delivering an effective fundraising strategy to support The Wish Centre's mission and vision.

We are a respected and established organisation, and you will be joining us at an exciting time as we embark on our 2025-28 strategy for growth.

You will be responsible for all our fundraising activities.

Our recently opened charity shop/community hub is a key driver.

You will be a networker who thrives on income generation by building relationships with donors, businesses and community supporters.

The role offers the potential to become part of our leadership team.

Key Responsibilities

Fundraising Activities & Implementation:

- Deliver and manage an effective fundraising plan to increase and diversify income.
- Lead and monitor day-to-day fundraising efforts to meet agreed income targets.
- Hold responsibility for The Wish Centre Charity Shop.

Relationship/Network Development:

- Build and maintain long-term relationships with supporters, corporate partners and stakeholders.
- Create and implement engagement plans for key supporters and partners.

Team Leadership:

- Lead and support fundraising, communications staff and volunteers.

Campaign Management:

- Lead delivery of fundraising campaigns and lottery efforts.
- Work closely with the Training and Advocacy Manager and Communications team to develop and promote fundraising initiatives.

Compliance & Reporting:

- Ensure activities comply with Charity Commission guidance, The Fundraising Regulator code, GDPR and the Data Protection Act 2018.
- Maintain accurate supporter records and Gift Aid declarations.
- Monitor and report on progress against targets.

Professional Conduct:

- Act as an ambassador for The Wish Centre and its values of care, respect and collaboration.
- Adhere to organisational policies and promote effective resource use.

Person Specification

Key: (E) = Essential | (D) = Desirable | Method of Assessment: Application (A), Interview (I), Assessment Task (T)

Qualifications:

- Undergraduate degree in a related field (e.g. Business or Marketing), or equivalent experience (D) – A
- Evidence of continuing professional development (E) – A/I

Experience:

- Proven track record in successful fundraising campaigns (E) – A/I
- Experience of building community/corporate partnerships (E) – A/I
- Success in raising unrestricted income (E) – A/I
- Experience managing supporter/volunteer data (E) – A/I
- Experience in the Third Sector (D) – A/I
- Experience using CRM systems or databases (E) – A/I

Skills, Knowledge and Abilities:

- Proficient in a range of communication tools and internet applications (E) – A/I
- Strong presentation and communication skills (E) – A/I/T
- Understanding of Gift Aid and charity fundraising schemes (E) – A/I
- Knowledge of GDPR and data protection in fundraising (E) – A/I
- Excellent attention to detail and writing/editing skills (E) – A/I/T
- Ability to engage with diverse people and stakeholders (E) – A/I
- Competent in Microsoft Office (Outlook, Excel, Word, PowerPoint) (E) – A/I
- Able to work independently and manage deadlines (E) – A/I
- Flexible under pressure and tight timelines (E) – A/I
- Awareness of fundraising best practices (D) – A/I
- Understanding of issues facing victims of domestic abuse (D) – A/I

Personal Qualities:

- Proactive in personal and team development (E) – A/I
- Access to a car insured for business use (E) – A/I
- Committed to fostering high standards and innovative practice (E) – A/I

Additional Requirements:

- Eligible to work in the UK (E) – A/I
- Full UK Driving Licence (E) – A/I

This post is subject to an Basic Disclosure and Barring Service check.

This role description is accurate as of May 2025. It may be amended after consultation to reflect changes in organisational needs.

Note: This role is ideal for individuals looking to lead practical fundraising delivery and community-based income generation in a dynamic, inclusive charity.

How to Apply

To apply, please email an anonymised C.V and supporting letter detailing how you meet the person specification to recruitment@thewishcentre.org.

The closing date for the position is 14th August 2025

This post is subject to a Basic Disclosure and Barring Service check.

The Wish Centre is committed to promoting equality, diversity, and inclusion in all aspects of our work. We welcome applications from individuals of all backgrounds and identities.



Staff Benefits

Our staff benefits program reflects our dedication to nurturing a culture of care and support within our organisation. From health and wellness initiatives to professional development opportunities, we offer a comprehensive range of benefits designed to enhance well-being, promote work-life balance, and recognise the valuable contributions of our team members.

Below are some of the benefits available to our valued employees:

- Flexible working - core hours need to be covered by the staff team, but flexible and hybrid working arrangements are in place and can be authorised by your line manager.
- Free onsite parking.
- Learning and development opportunities which are discussed with the employee in supervision and annual appraisal.
- 25 days leave, plus bank holidays (pro rata) together with an additional days leave for your birthday and a further day allocated once you reach 5 years service.
- Automatic enrollement to Westfield Health (private health insurance) which includes access to a 24/7 counselling line and high street discounts. Accessible for the employee and their immediate family members.
- Four free therapeutic sessions available via Lancashire Health and Wellbeing Centre per calendar year.
- Long service awards given at 10 years.