

Fundraising Manager

- Remote Working
- 12 month fixed-term
- Full-time
- 24 days per year
- £38,000 per year



**Prison
Radio
Association**

Welcome to the Prison Radio Association

We're an award-winning charity that has revolutionised communication in the criminal justice sector.

We developed and run **National Prison Radio** (NPR), the world's first national radio station for people in prison, providing practical advice, support and inspirational content to people behind bars. The service is available in prison cells across England and Wales via in-cell television.

We're also developing *Life After Prison*, a brand-new podcast channel for people leaving prison. And we're co-founders of **Prison Radio International**, a growing global movement of people using audio in criminal justice settings for social good.

We're leaders in using audio to change lives, working with a wide range of statutory bodies, government departments, charities and broadcasters, including national BBC radio networks.

In 2020 we were named Production Company of the Year at the Audio Production Awards and won Gold at the 2022 ARIAs.

Fundraising Manager

This role reports to the Director of Development

The Prison Radio Association is a registered charity and is therefore reliant on fundraised income to finance our activities. The Fundraising Manager is a critical role in ensuring the growth of the organisation, in line with our strategic objectives.

We are looking for a Fundraising Manager to deliver on our trusts and grants fundraising priorities and secure income to support our work. You will work strategically with the senior management team to deliver the right funding for the right projects.

Reporting to the Director of Development, you will be responsible for investigating, researching and making approaches for new funding as well as maintaining and developing existing relationships to ensure future support.

This role is remotely based, though the team will be tight-knit, meeting regularly either in person or via phone/video calls. An element of occasional travel is required.

This is an extremely exciting time for the Prison Radio Association, as we develop our work with women and young people in prison, launch a brand-new podcast project for people leaving prison, support the

movement of new prison radio projects around the world, and continue to grow the impact of National Prison Radio, the world's first national radio station for people in prison.

The Fundraising Manager has a vital role to play across all of this work.

What's great about this job?

- You're at the heart of the action – we're a medium-sized charity, with a turnover of £1m p.a. Your role will be central to our success.
- You'll play a big role in changing thousands of lives, the vast majority of whom are the most marginalised people in the UK.
- You'll be making a life-changing difference to listeners across the country who rely on our output for companionship and inspiration, as well as to understand how prison works.
- You'll have the creative freedom to make decisions, based on our organisational objectives.
- You'll work closely with our experienced and well-connected senior management team, who will support you in the pursuit of funds.
- You'll also get to meet an amazing array of individuals who we work with inside and outside of prison, all of whom have inspiring stories.

What will the first few months look like?

- You'll learn a lot, very quickly. You'll get to know the prison environment and the diverse needs of our listeners through visits to establishments across the country.
- You'll immerse yourself in our various projects: National Prison Radio, Life After Prison, Prison Radio International, whilst understanding the different work that happens across our various sites.
- You'll become knowledgeable about our evaluation methods.
- You'll be getting to know the wider team and understanding how National Prison Radio fits into the broader picture of our work, and the work of other organisations in the justice sector.
- You'll work closely with the Director of Development to identify funding opportunities and create a workflow of meetings, applications and reports.

What are the core responsibilities of this role?

- This person manages the Prison Radio Association's fundraising process: research, relationship building and management, application writing, and reporting.
- You will work closely with your line manager the Director of Development, as well as the CEO, Deputy CEO, Head of National Prison Radio and Head of Operations, to identify new funding priorities.
- You'll be the organisation's primary bid-writer, developing compelling, persuasive, data-driven applications in a timely manner.

- You'll constantly be on the lookout for new funding opportunities, using online resources and relationships built up through your career.
- You'll build and manage relationships with key funders.
- You'll ensure that our funding database is kept up to date.
- You'll lead regular creative brainstorm meetings, engaging production staff on their ideas for new content.
- You'll be across all fundraising reporting, ensuring that this is completed on time and to the highest possible quality.
- You'll ensure colleagues across the PRA are aware of forthcoming campaigns, and that all opportunities to promote the PRA and National Prison Radio are being taken.
- You'll work with senior colleagues to ensure our partnerships are working well for everyone.
- You'll contribute to the production of PRA support materials as required, as well as feeding in to other areas of the PRA's work.
- You'll represent and be an ambassador for the PRA.
- You'll act on any other reasonable requests from senior colleagues.

What will you need to succeed in this role?

The ideal candidate will have outstanding written and verbal communication skills, excellent time management and be a self-starter and have a hunger for success.

In particular, you'll have:

- A proven track record of delivering £300,000+ p.a. in grant funding;
- Relationship management skills, both in-person and online, and a portfolio of existing partners;
- A hunger to succeed in a target-driven environment;
- Exceptional bid writing skills, with an ability to write persuasively and concisely;
- An understanding of how to create accurate funding budgets;
- A self-starter's attitude - working closely with a team whilst being comfortable to manage their own workflow;
- A proven ability to identify great stories and tell them through prose;
- Knowledge of modern CRM tools, such as Salesforce;
- Experience of analysing evaluation data for use in applications and reports;
- Strong proofreading skills and attention to detail;
- Exceptional interpersonal skills with the proven ability to form good working relationships, both internally and externally with people at all levels;

- Knowledge of other funding streams, including corporate, statutory, individual and major donor fundraising;
- A thorough understanding of and commitment to the aims of the PRA;
- An understanding of the criminal justice system and the role of National Prison Radio;
- An understanding of the pressures and opportunities of working in the charitable sector;
- Excellent ability to manage multiple streams of work, delegate and prioritise appropriately, maintaining a laser-focus on the organisation's core aims;
- Excellent communication skills and the confidence to represent the PRA in public;
- Resilience, motivation and enthusiasm, with the ability to influence, negotiate and present sound arguments to convince others;
- Excellent planning and strategic thinking skills.