

## Senior Fundraising Officer (part time)

Location: We currently are using a co-working scheme to provide flexible office space to staff who want it. We are hoping to find a permanent office space in spring 2022. The role is suitable for a home-worker who is able to travel to London on a regular basis eg twice a month.

Contract: Permanent, 2 days / 15 hours a week. We actively encourage people who are interested in flexible working to apply. Working hours can be spread throughout the week and the year e.g. to coincide with school holidays or other responsibilities.

Salary: £37,104 (prorated to £14,842). This rises to £40,544 (prorated to £16,218) through three annual increments.

Benefits include: 28 days holiday a year (prorated to 11 days) plus prorated bank holidays, 5% pension contribution, 3 months paid maternity leave, 4 weeks paid paternity leave & paid shared parental leave.

Reports to: Executive Director

Deadline: 10am, 17 January 2022

First round interviews: 3 and 4 February 2022. The first round will include a short timed written task.

Second round interviews: 10 February 2022

To apply please send a CV and cover letter of no more than two pages each to [recruitment@taxjustice.uk](mailto:recruitment@taxjustice.uk) by 10am, 17 January 2022.

Tax Justice UK (TJ-UK) is building momentum for progressive tax reform. We have an extraordinary political moment to win significant tax reform in the wake of the coronavirus crisis. For the first time in decades substantial tax reform is on the agenda. We are looking for a senior fundraising officer to join our fast paced and successful campaigning organisation.

Tax Justice UK has a good track record of securing a range of funding and this will be the first time we have had a dedicated fundraising position. You'll be part of an ambitious and collaborative team. We are excited to bring your expertise and insights into the team to help us scale up our fundraising ambitions.

We're looking for an experienced philanthropy specialist to build on a strong financial position. You will work with the Executive Director to develop a fundraising strategy in line [with the three year organisational strategy](#). The bulk of our current funding comes from a number of multi-year grants. You will work with the team to cultivate long term relationships with trusts and foundations to secure and manage grants. You will collaborate with the team to cultivate long term relationships and secure funding. This includes leading on grant applications, donor stewardship and reporting.

We are at the early stages of developing a major donor programme and it would be part of your job to help us to do this. It would be an added bonus if you have experience of working with major donors. However, we have plans to work with a consultant to expand our major donor fundraising skills.

Finally, a growing portion of our income comes from individual supporters. This work is led by the Executive Director and Head of Communications. This wouldn't be a core part of your job, but along with the rest of the team, you will help with engaging our supporters.

You will:

Find, secure, and manage grants from trusts and foundations:

- Research trusts and foundations that might support Tax Justice UK

- Work with the team and Executive Director to build relationships with new trusts and foundations
- Lead the application and grant management process
- Manage the grant reporting process, including working with the team to write funder reports

Grow our major donors programme:

- Work with the Executive Director to develop an approach to major donor giving
- Research potential major donors from our existing supporter base and beyond
- Work with the Executive Director to build and manage relationships with major donors

Support Tax Justice UK's broader development:

- Work with the Executive Director and board to develop an overall fundraising strategy
- Support the running of TJ-UK, for example monitoring our progress against objectives
- Potentially act as a manager of TJ-UK staff in the future
- Other activities in line with the position's responsibilities
- Occasionally work out of hours

We're looking for someone with the following skills and experience:

- A track record of helping organisations to secure multi-year grants from UK trusts and foundations
- Experience of prospect research
- Experience of developing and managing donor relationships
- Excellent communications skills, including writing and editing funding applications and grant reports
- Excellent prioritization skills and effective at handling regular deadlines
- Ability to thrive in a dynamic and young organisation
- Equally comfortable building relationships in person and virtually
- Willing to embrace flexible working
- A commitment to Tax Justice UK's vision

The following attributes are desirable, but not necessary:

- Experience of working with major donors
- Involvement in developing a fundraising strategy
- Experience of fundraising for a small campaigning organisation

Tax Justice UK was incubated by the Tax Justice Network and launched as an independent organisation in 2017. Our work is supported by technical advisors, with backgrounds in law, academia and campaigns.

We are dedicated to equal employment opportunities and aim to cultivate a diverse, equitable, and inclusive team. As part of this, we actively encourage applicants who are interested in flexible working. You may not have all of the experience or skills listed, but don't let that put you off applying. If you have relevant experience, feel like you would be a good fit, we'd love to hear from you.

If you are interested in discussing the role before applying, please get in touch with Robert, our Executive Director - [robert@taxjustice.uk](mailto:robert@taxjustice.uk).