

Title:	Fundraising Manager
Contract type:	Permanent
Location:	Home or Office – to be agreed
Salary Scale:	£43,090.00 - £46,643.00 per annum (Head Office based) £38,655.00 - £41,840.00 per annum (Home based)
Closing Date:	Midday on Tuesday 10 th March 2026
Interview Date:	Thursday, 19 th March 2026

1. Introduction

Thank you for your interest in this post. This pack will give you some more information about the role and how you can apply. Please feel free to contact us if anything is not clear or you have further questions.

Our mission is to develop, inspire, support and sustain a movement of organisations working together to achieve positive futures for people who are homeless or vulnerably housed. We seek funding from a range of sources to support us to deliver impactful work; including service and workforce development, policy influencing, research and campaigning.

This newly created post will play a crucial role in helping us obtain and sustain grant income from Trusts and Foundations and statutory sources. We are in the process of developing a new fundraising strategy and are also keen for the Fundraising Manager to support us to diversify our income streams and maintain good fundraising practices.

This role will help others to shape impactful proposals, identify and pursue funding opportunities, support the development of funding relationships and keep our fundraising systems in check. It is a great opportunity for someone who is motivated to tackle social inequality, enjoys a varied role and who is comfortable working alone as well as with others.

We are actively seeking to increase diversity within our organisation and would greatly welcome applications from people with lived experience of homelessness, from a black or minority ethnic background and/or with a disability.

Please feel free to contact us if anything is not clear or you have further questions. I look forward to receiving your application.

Jo Prestidge
Head of Development

1. Job Profile

Role Description

Job purpose

The Fundraising Manager will enable Homeless Link to achieve our strategic priorities by supporting the organisation to secure funding from a range of sources. This will primarily be from Trusts, Foundations and Government but will also involve the identification and development of other suitable funding streams.

Key duties

- Support the development and delivery of the organisation's fundraising strategy
- Lead fundraising activity, in collaboration with colleagues
- Prepare monitoring and evaluation reports for funders
- Support positive funder and donor relationships
- Maintain effective systems and processes for planning, monitoring and reporting

Main responsibilities

- Support colleagues to identify and develop new projects and programmes with a strong chance of attracting funding, and in line with organisational objectives and priorities
- Proactively identify, and respond to, potential funding opportunities
- Support good relationships to be maintained with Homeless Link's current and prospective funders
- Develop compelling funding bids to a high standard of accuracy
- Maintain efficient administrative systems including a central log of submitted applications to monitor progress, success and keep track of reporting requirements
- Develop funding reports and ensure reporting deadlines are met
- Develop progress reports for the Senior Management Team and Board
- Maintain knowledge of fundraising regulations, networks and developments
- Support the delivery of a corporate fundraising strategy

General

- Roles and objectives in Homeless Link may change. All members of staff are expected to be prepared to work flexibly in response to changing organisational needs.
- All members of staff are expected to undertake any other responsibilities or tasks that are consistent with their role and/or reasonably required by the Chief Executive
- All members of staff are required to operate in accordance with Homeless Link's values, policies and procedures.

This is a description of the job as it is presently constituted. It is the practice of Homeless Link to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are required to reflect business needs. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

Person specification

QUALIFICATIONS AND SPECIALIST KNOWLEDGE FOR THE ROLE

Essential

- Knowledge of funding opportunities for voluntary sector organisations
- Understanding the principles of effective fundraising

Desirable

- Member of the Chartered Institute of Fundraising
- Chartered Institute of Fundraising Certificate in Fundraising qualification or similar

SKILLS AND EXPERIENCE

Essential Skills

- Highly organised with strong project management skills
- Developing and maintaining systems and processes
- Strong written communication (drafting and editing documents)
- Experience in project and programme design
- Understanding and interpreting budgets
- Strategic and critical thinking

Essential experience

- A successful track record of generating grant income
- Working up ideas and proposals into strong funding bids
- Managing relationships with funders/donors
- Reporting back to funders/donors and providing monitoring information
- Researching and prioritising potential funding opportunities
- Briefing and supporting senior staff regarding potential funders/donors
- Working independently as well as in collaboration with others
- Confident using Microsoft tools and IT systems

Desirable experience

- Fundraising for homelessness organisations
- Fundraising for umbrella or infrastructure organisations
- Experience of securing corporate and other types of funding

GENERAL REQUIREMENTS FOR ROLES AT HOMELESS LINK

Essential

- Willingness and ability to work outside normal office hours.
- Willingness and ability to operate in accordance with the values and policies of Homeless Link.

- Willingness and ability to work flexibly in response to changing organisational requirements.
- Commitment to bring into the work the views, needs and voices of people with direct experience of homelessness.

Desirable

- A sound understanding of the causes, consequences and solutions to homelessness based on direct experience.

Key Competencies

Summary of Core Competencies

Personal Contribution Personal Effectiveness: Demonstrating effective working practices, striving to deliver high performance Effective Communication: Demonstrates ability to communicate concisely, accurately and persuasively verbally and in writing with a range of audiences	Working with Others Teamwork: Working cooperatively, building and nurturing strong relationships within and outside the organisation. Stakeholder Focus: Identifying, understanding and striving to exceed the needs of all stakeholders.	Organisational Contribution Resource and Project Management: Achieving results through efficient and effective management of projects and resources. Entrepreneurial and Innovative Thinking: Generating and developing imaginative and innovative solutions and opportunities.
--	---	---

Role or Grade specific competencies

		Business & Commercial Acumen: Demonstrates understanding of the commercial environment, identifying and developing business opportunities.
--	--	--

Explanation of terms used

- **Role description:** gives details of the duties of the post. Use this as a guide to decide whether you think the job would suit you.
- **Person specification:** lists the criteria, which will be used to assess your application and covers the qualifications, specialist knowledge, experience, and track record that we are looking for.
- **Key competencies:** these are for your information. We will look for evidence of all these during the interview and testing stage if you are shortlisted.

2. Employee Benefits

Salary Scales for Fundraising Manager (Pay Review Pending – April 26)

£43,090.00 - £46,643.00 per annum (Head Office based – Hybrid working, min 2 days per week in office)

£38,655.00 - £41,840.00 per annum (Home based)

It is our policy to appoint at the first point of the salary scale.

For full details of the benefits offered follow the link at the bottom of the page.

3. How to apply

Sending in your application

Please provide your CV with a covering letter explaining how you meet the requirements for the role in the person specification and email to: recruitment@homelesslink.org.uk.

We would also appreciate it if you would complete our online [EDI monitoring form](#), the information provided is not shared with the panel, but does really help us monitor the effectiveness of our selection procedures in relation to our EDI strategy

The closing date is Midday on Tuesday 10th March 2026. Applications received after the published closing date will not be considered.

We plan to hold interviews on Thursday, 19th March 2026.

For any queries about the post, please email recruitment@homelesslink.org.uk

Supporting people with disabilities

Homeless Link is committed to improving its employment opportunities for people with disabilities. Please let us know if you require support, modifications, adjustments, or special equipment to assist you with the recruitment process. We will contact you to discuss your requirements further.

Supporting people with experience of homelessness

As part of Homeless Link's commitment to support people with experience of homelessness, we have committed to giving feedback to applicants who have experience of homelessness.

[For more information about working at Homeless Link follow this link to our website](#)