

Job Title: Fundraiser

Location: Flexible (home and office-based with local travel)

Hours: Full-time (occasional evening and weekend work required)

Salary: Up to £40,000p.a. depending on experience

Contract: Permanent

Reports to: OTR Manager

About the Role

We are looking for an experienced, motivated and proven Fundraiser to join our small, friendly and established team. This is a key role for the charity, and you will be generating vital income that directly supports vulnerable young people in crisis. Off The Record is a widely respected and valued local charity.

You will be responsible for all fundraising applications and will also lead on building strong relationships with grant givers and with Off The Record Twickenham's local community, developing partnerships with businesses, community groups, and individual supporters.

In the coming year we have secured grant and other income covering two thirds of our planned expenditure of £340,000 and we need to fundraise for the remainder. We want to grow our income in future years in order to expand our much-needed services, particularly by nurturing and growing the support of local businesses, schools and community groups. We also see great potential to increase support from individuals and major donors across the borough of Richmond, given we support so many young people and families in the area every year.

As this role involves engaging local community groups, businesses and volunteers in our mission to support local young people, it is particularly suited to someone who lives and/or has worked in the London borough of Richmond.

Key Responsibilities

- To ensure Off The Record maintains its core funding, seeks out new funding and diversifies funding streams through community fundraising within the borough
- Develop and monitor the fundraising strategy with the manager, in line with OTR's annual objectives and business plan
- Take responsibility for all bid-writing for an established grant fundraising portfolio, including budgets and monitoring reports
- Identify, develop and manage successful fundraising relationships with local businesses and community groups, and build and nurture a network of local philanthropists and individual donors
- Plan and deliver fundraising activities at local fairs, events, and community initiatives, to include recruiting and managing the volunteer helpers
- Manage relationships with our supporters, maintaining regular contact through updates, thank you letters, and calls
- Develop fundraising materials, including website and social media
- Work with the Finance Manager to oversee budgets and delivery of grants
- Maintain accurate and detailed records of donor engagement and fundraising activity, whilst meeting GDPR requirements

- Report regularly to the Manager and Board on the outcome of funding applications
 - Ensure all fundraising activity complies with the Fundraising Regulator's Code of Practice (we are registered with the Fundraising Regulator)
 - Represent the charity positively within the local community
-

About You

We are looking for someone who is enthusiastic, organised, and confident in building relationships.

You will also have:

- Successful experience in fundraising roles
 - Strong communication and interpersonal skills
 - Excellent writing skills
 - The ability to develop positive relationships, and to relate well with colleagues and the general public
 - The ability to work independently and manage your own workload – happy in a small, busy team where everyone pulls together
 - The ability to manage projects to meet targets and deadlines
 - A proactive approach to identifying, developing and seeing through opportunities
 - A genuine passion for making a difference in the lives of young people and empathy for those experiencing mental health issues
 - Experience using Microsoft Word, Excel and PowerPoint; experience using Canva or a similar design programme would be beneficial but is not essential
 - Knowledge of using a CRM system to manage supporter/service user data; or the ability to learn new systems and programmes quickly
-

Why Join Us?

- Be part of a warm, supportive, and motivated team that strives to make a difference
- Enjoy autonomy to shape and grow your own fundraising portfolio
- Benefit from flexible working arrangements (home/office-based with local travel)
- See the direct, tangible impact of your work on young people
- Contribute to exciting developments already underway, including a comprehensive network mapping exercise with Trustees and the creation of a fresh, compelling new case for support led by an external consultant
- Be part of a strong, committed team of staff, volunteers, and Trustees, with an established programme of community engagement events
- Build on the charity's secure and well-established income from grant makers, by growing and nurturing newer fundraising streams

- Capitalise on Off The Record Twickenham's strong local reputation and existing community support
-

Equal opportunities

Off The Record Twickenham is an Equal Opportunities employer. We welcome applications from people of all backgrounds and lived experiences. We believe our work is stronger when our team reflects the diversity of the young people we support, and we are committed to creating an inclusive, supportive environment where everyone can thrive.

About Off The Record Twickenham

Off The Record is a unique charity in Richmond borough which provides free and confidential counselling, walk-in information and sexual health support to young people aged 11-24 who live work or study in Richmond borough. We have been running for 34 years.

Our vision is that "Every young person has a welcoming space where they feel valued, supported and listened to". We support over 1,000 young people every year.

Demand for our counselling services amongst young people in the borough is extremely high, and we are currently operating a waiting list. Young people come to us with a wide variety of serious and complex issues, with anxiety, self-harm and family break-up being some of the most common.

How to Apply

Please submit your CV with a covering statement clearly stating your relevant experience and how you meet the criteria in this job description, to Deborah Kerpner, Manager, at deborah@otrtwickenham.com

Closing date for applications 6 July '26. Interviews will be held over the following 2 weeks

Any Questions

For an informal chat about this role, please email Deborah on: deborah@otrtwickenham.com
