



## Save the Rhino International: Community Fundraising Manager Job application pack

### 1. Brief job description

**Role:** Community Fundraising Manager

**Salary:** £27,000-£31,000, depending on experience

**Holiday allowance:** 25 days plus UK bank holidays

**Contract type:** Permanent contract

**Probation period:** Six months

**Hours of work:** Team members work a 35-hour week (excluding lunch hours)

**Start date:** 14 June 2023 or soon thereafter

**Location:** Save the Rhino's office at Unit 3, Coach House Mews, 217 Long Lane, London SE1 4PR, with flexible / hybrid working as agreed with your line manager

**Application closing date:** Midnight Sunday 14 May 2023

### 2. About Save the Rhino International – leading the charge!

At Save the Rhino International, we believe rhinos are magnificent, in themselves and as champions of the incredible wild landscapes in which they live. And they are endangered. To thrive, both rhinos and people need a world that is healthy, diverse and resilient.

We connect people striving to conserve rhinos and their habitats with people who want to support that vital work, and we contribute our own knowledge and skills to the conservation effort. Every day we work with a wonderful community of passionate friends, partners and supporters, to ensure that all five species of rhinos thrive in the wild.

Our core values, on which we will never compromise, are Integrity, Collaboration and Determination. We express those values through how we behave and talk to the world – who we are: Friendly, Knowledgeable and Passionate.

Save the Rhino International was established as a UK-registered charity in 1994. In the financial year ending 31 March 2024, we expect to raise around £4.3 million in support of our conservation partners in Africa and Asia.

### 3. About the role

This is an evolution of a role that Save the Rhino has been developing over the past six years, and it is a fantastic role for someone looking to work in public-facing fundraising in the conservation world. The Community Fundraising Manager will be responsible for recruiting, stewarding and retaining Save the Rhino's community fundraisers, working to agreed fundraising targets.

Depending on the experience, skillset and interests of the person recruited, there is significant scope for the Community Fundraising Manager to work closely with other team members to help the charity meet its strategic objective of significantly increasing (at least doubling) its public fundraising, and/or to support Save the Rhino's comprehensive programme of challenge, engagement and hybrid/online events.

It is important to us that all team members receive the support they need, and we will work closely with the individual to use fully their current skills and experiences, whilst enabling growth in other

areas. The successful candidate will benefit from regular training (internal and external) in skills that they need to develop in line with their objectives.

Like all members of the team, the Community Fundraising Manager will support Save the Rhino's vital conservation work, participating in team discussions on all issues affecting the charity and its conservation mission. While each member of Save the Rhino's team has their own area of responsibility, everyone contributes their skills, expertise, and hard work to support their colleagues in delivering results.

All Save the Rhino employees benefit from the compulsory workplace pension scheme, which receives contributions from the employer and employee.

The Community Fundraising Manager will join a kind, friendly, and highly skilled team, who are proud to work together to achieve ambitious goals. Most importantly, the Community Fundraising Manager will have a chance to make a difference: to contribute to Save the Rhino's Mission to protect all five species of rhino.

#### **4. Key responsibilities**

##### **Core responsibilities**

- Recruiting, stewarding and retaining Save the Rhino's community fundraisers
- Contributing to the development of improved supporter journeys for community fundraisers
- Shared responsibility for growing Save the Rhino's public fundraising portfolio
- Producing fundraising materials and resources for supporters
- Working with the Communications Manager and Social Media Officer to produce supporter-focused content for our digital and print media
- Managing Save the Rhino's iconic rhino costumes, including the renovation and development of new costumes, and a pioneering wheelchair costume project
- General fundraising administration

##### **Potential areas for development**

- Helping to develop a wider strategy of improved supporter journeys for Save the Rhino's public audiences
- Supporting the Events Manager in the implementation of Save the Rhino's Events Programme
- Supporting the Charity Administrator with the management of charity volunteers

#### **5. Person specification**

Save the Rhino International is a small and friendly organisation with big ambitions. Every day, we strive to achieve our vision of all five rhino species thriving in the wild. We have an informal, genuine, and supportive atmosphere, whilst expecting high professional standards of all our staff. All members of our team are required to support the work of each other: enthusiasm, flexibility, and a willingness to pull together when required are essential.

##### Essential skills / experience:

- Enthusiasm to support the work of a great conservation charity
- Minimum three years' experience of community / public fundraising in the UK charity sector
- Building and maintaining relationships with a diverse range of supporters
- Technical / IT confidence
- Ability to work on multiple projects and prioritise workload
- Ability to work under own one's initiative and as part of a team

#### Desirable skills / experience:

- Strategic thinking and planning
- Customer relationship management (CRM) software – e.g. Salesforce
- Website content management systems (CMS) – e.g. Wordpress
- Photo editing and graphic design software platforms
- Hybrid / online events and their associated technology
- Producing compelling copy
- Event implementation and management

#### **6. How to apply**

Thank you very much for your interest in this exciting role. We look forward to receiving your application.

All applications must be received by midnight (BST) Sunday 14 May 2023. Applications should be sent by email to [recruitment@savetherhino.org](mailto:recruitment@savetherhino.org) with 'Community Fundraising Manager' in the subject line.

Applicants need to be eligible to work in the UK.

#### **Applicants should submit:**

- A maximum two-page cover letter, in PDF format, which sets out why you want this role and how your skills and experience meet the specification set out in this application
- A maximum two-page CV, in PDF format. Please include your contact details on your CV
- Details of two referees (name, address, telephone number, email, nature of relationship). Referees will be contacted only once a conditional job offer has been made

Failure to provide the information as specified above will result in immediate disqualification from the application process. Short-listed applicants will be invited for an interview (online) in the week of 22 May 2023. It is likely that the top two or three candidates will be invited for a further conversation before a final decision is made. The timetable for this is yet to be determined.

Please note that due to pressure on staff time, applicants not shortlisted for interviews will not receive any further information from Save the Rhino. If you have not heard from us by 19 May 2023, your application has been unsuccessful. Feedback will be offered to candidates who were interviewed but who were not offered the post.

#### **7. Protecting your data**

Save the Rhino takes your data protection seriously. Our full privacy policy for recruitment can be found on our website: <https://www.savetherhino.org/privacy-policy/>