JOB PACK

SWITCHBACK

Fundraising Manager
Switchback

JOIN OUR TEAM!

£40,071 - £42,297 depending on experience | Permanent | Full time (35 hours per week) | London/hybrid | Great benefits

Deadline: Friday, 30th October 2026 at 9am

How to apply	To apply, please email the following to jobs@switchback.org.uk with the subject: Fundraising Manager 1. Your **CV** 2. A Personal Statement 3. A completed **equalities form** available here (this is optional but will help support our equalities monitoring and will be treated anonymously and separate from your application).
Deadline	**Friday, 30th October at 9am**
Interviews	**10th November 2026 (first interview)** **17th November 2026 (second interview)** We are holding an optional **online Q&A from 6pm - 7pm on Wednesday, 28 October.** If you'd like to join and hear more about us and the role, please register by emailing jobs@switchback.org.uk (and you will be sent the link to join).
Feedback	As a small team we regret, we are unable to provide feedback to candidates that are not selected for the interview stage.

WHY JOIN SWITCHBACK?

Switchback is an award-winning small charity supporting young Londoners to find their way out of the justice system and build stable, rewarding lives.

Switchback's pioneering model is centred on a meaningful relationship between a Switchback Mentor and Switchback Trainee, beginning in prison and lasting as long as it takes after release.

This unique level of support is new territory for most Trainees: a frank, non-judgemental relationship with someone who's there for them on a daily basis, helping to navigate the turbulent transition from prison to community.

Switchback's intensive approach works. **In stark contrast to the national average – which sees around half of those leaving prison every year back inside within 12 months – just 10% of Switchback Trainees reoffend**. In fact, over 50% go into long-term employment, while 65% reach Switchback's unique benchmark of Real, Lasting Change.

In 2025, 74 trainees joined our Real Lasting Change programme, and 449 men received pre-release support. In 2026 and beyond, we aim to reach even more individuals.

Building on 15 years of impact, Switchback works with others to inspire change across the justice system and beyond. In recent years we've made great strides shifting policy and perceptions, including through our groundbreaking podcast Time & Again, and the successes of Switchback's Reshape Release campaign, including the first rise in the prisoner discharge grant for 25 years.

You'd be joining Switchback's friendly team near to Spitalfields Market in the heart of East London. We offer flexible working, excellent benefits and training, and we have fun too.

Above all, we're a values-led organisation; make sure they resonate with you

This is an exciting time for Switchback as we're aiming to reach even more young Londoners while doing more to tackle social and racial injustice in the UK. Join us!

ABOUT THIS ROLE

We are seeking an experienced and ambitious **Fundraising Manager** to lead and grow our income from charitable trusts and foundations.

This is a key role within our fundraising team, with responsibility for securing and developing **five- and six-figure gifts** from trusts, foundations and other institutional funders.

You will manage a portfolio of high-value prospects and existing funders, develop compelling funding propositions and build strong, long-term relationships with decision makers.

You will combine a track record in high-quality relationship management with strong written communication skills and an understanding of the trust and foundation fundraising landscape.

KEY DETAILS

Job title	**Fundraising Manager**
Salary	£40,071 - £42,297 per annum, depending on experience
Hours	Full time (35 hours per week)
Contract	Permanent
Location	London (Spitalfields E1) / Fundraising Manager works on-site (Office) three days a week and has the flexibility to work from home two days a week.
Reporting to	Head of Development
Start date	As soon as available
Benefits include:	• 35-hour working week with flexible working possible. • 25 days' holiday rising to 30 days with service, plus bank holidays, plus 3 extra days holiday in the last week of December. • Holiday buy-back scheme after 2 years' service (10 extra days). • Strong commitment to staff development and training. • Generous pension scheme (5% employer contribution). • Cycle to Work scheme • Team away days and social events. • A free-to-access Employee Assistance Programme supporting mental health and wellbeing in the workplace.

KEY RESPONSIBILITIES

Income Generation & Strategy

- Develop and deliver a strategic trust and foundation fundraising programme, aligned with organisational priorities and income targets.
- Secure **five- and six-figure gifts**, maximising opportunities for significant and multi-year funding.
- Manage an existing portfolio of high-value prospects and funders.
- Research and identify new trusts, foundations and institutional funding opportunities.
- Develop high-quality funding applications and reports that demonstrate clear need, impact and value for money.
- Work collaboratively with colleagues across the organisation to develop compelling funding propositions and budgets.
- Maintain accurate income forecasts and pipeline information, reporting regularly on progress against targets.

Relationship Management

- Build and maintain high-quality relationships with existing and prospective funders.
- Develop tailored stewardship plans for high-value funders, ensuring excellent communication and engagement throughout the funding lifecycle.
- Identify opportunities to increase the value and longevity of existing relationships, including renewals, extensions and multi-year partnerships.
- Work closely with senior leaders and programme colleagues to support high-level funder engagement, meetings and presentations.
- Ensure funders receive timely, engaging and outcome-focused reports and updates.

Portfolio & Grant Management

- Manage the full grant cycle from prospect research and cultivation through to application, award, reporting and renewal.
- Ensure all funding is appropriately recorded and monitored against agreed targets and deadlines.
- Work with finance and programme teams to ensure effective grant management, accurate budgets and high-quality reporting.
- Monitor changes within the trust and foundation sector and identify emerging funding trends and opportunities.
- Maintain accurate and timely records within the organisation's CRM (Salesforce) and ensure appropriate data management and compliance.

PERSON SPECIFICATION

Are you full of potential but not sure you fit all the criteria? Apply anyway and we could help you get there! As a small, dynamic charity we are used to training and supporting brilliant people to learn and grow in their role. If you think you could fly in this position, get in touch.

Experience

- Substantial experience in trust and foundation fundraising, ideally within the charity or non-profit sector.
- A demonstrable track record of securing **five-figure gifts**, with experience managing a significant income target.
- Experience managing a fundraising pipeline and using a CRM to monitor prospects, applications, income and relationships.
- Experience cultivating relationships with major charitable foundations and family foundations.
- Experience working with senior leadership and trustees on high-value funding opportunities.

Skills

- Strong knowledge of the UK trusts and foundations landscape.
- Highly developed written communication skills, with the ability to produce persuasive, tailored and evidence-led funding proposals.
- Strong relationship-building and influencing skills, including confidence engaging with senior colleagues, trustees and funders.
- Strong financial and budget-management skills, with the ability to develop and interrogate project budgets and funding proposals.
- Highly efficient organisational skills and the ability to manage multiple high-value applications, deadlines and relationships simultaneously.
- Extensive research and prospecting skills.
- An understanding of the need to ensure Switchback Trainees retain ownership of their own story, and the ability to manage the implications of that for building respectful cases for support.

Personal Attributes

- Committed to and engaged with Switchback's values, ambition and purpose.
- Able to understand and respect the need for the best interests of our Trainees to always come first.
- Drive, enthusiasm and determination to deliver against targets.

DIVERSITY AND ACCESSIBILITY

Diversity

Switchback is committed to diversity in all that it does and aims to build a team representative of modern London, celebrating the differences that people bring with them as a vital resource. We welcome applications from the widest possible talent pool. We particularly welcome applications from candidates with lived experience of the justice system (personal or by association). We are an equal opportunities employer and are committed to creating a diverse and inclusive workforce. Women are currently underrepresented in our Delivery team and we therefore encourage applications from women in accordance with the Equality Act 2010. Selection for appointment will be based solely on merit. Our diversity and inclusion policy is available here.

Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to the selection process (e.g. attending interviews.) Any requests will not affect your application.

> **"People only do what they know, and that depends where you grow up. To me, I knew how to sell drugs. In my community it's just normal to do crime. Switchback taught me and pushed me so much. I've learned to forget about crime. I've been shown a different route."**
> Jordan, Market Manager and former Switchback Trainee

A NOTE ON CRIMINAL RECORDS

Switchback welcomes applications from individuals both with and without criminal convictions.

OUR VALUES

Switchback's values cut through everything we do, from our work with Trainees to our fundraising and partnerships.

1. Human

Keeping Trainees at the heart of everything we do.

We build trust, confidence, independence and stability in all areas of a Trainee's life. In all decisions we use the lens: "does this help us improve the prospects of young men leaving prison?"

2. Authentic

Rolling with the ups and downs of real life.

We prize integrity and honesty. We don't sell a dream: we are realistic about what it means to genuinely start over and the huge courage needed to change. We recognise that change is not linear and we provide a space to learn from mistakes.

3. Committed

Taking the long way around.

Our commitment to Trainees is consistent and continuous, lasting for as long as it takes. We reject quick fixes, shortcuts and tick boxes. We do what we say we are going to do and coach our Trainees to do the same.

4. Ambitious

Having high expectations.

We assume strengths, resources and abilities in Trainees. We don't do things for people: we challenge and encourage our Trainees to take control. We are distinctive in our high expectations of Trainees, our own conduct, the quality of our partnerships and the impact of our work.

5. Pioneering

Pushing into our stretch zone.

We challenge Trainees to move outside their comfort zone and we encourage adventure to learn and grow. As a charity we strive to do the same, constantly seeking to reflect and improve. We pioneer an alternative approach and share our evidence with others to inspire wider change.