

## **Fundraising Manager Recruitment – Frequently Asked Questions**

### **About the Role**

#### **What is The Gatehouse?**

The Gatehouse is an Oxford-based charity supporting adults who are homeless, vulnerably housed, on low incomes, or experiencing social isolation. We provide practical support, one-to-one casework, counselling, community activities, and opportunities for people with lived experience to influence services and systems.

#### **What does the Fundraising Manager role involve?**

The Fundraising Manager is responsible for leading and developing our fundraising activities, with a particular focus on trusts and foundations, statutory funding, donor stewardship, corporate partnerships, and income growth. The role is both strategic and hands-on, helping to secure the resources that enable The Gatehouse to deliver its services and grow its impact.

#### **Is this a new role?**

No. We are recruiting to replace our current Fundraising Manager and there will be a handover period to support a smooth transition.

#### **Will there be support during the handover?**

Yes. We anticipate an overlap with the current postholder, providing an opportunity to learn about existing funders, systems, relationships, and priorities.

#### **What are the main fundraising priorities?**

The successful candidate will inherit a strong portfolio of existing funders and relationships while helping us diversify and grow income in line with our strategic ambitions.

### **Location and Working Arrangements**

#### **Is this a remote role?**

The role is primarily home-based.

#### **Will I need to come into the office?**

Yes. Although home-based, the Fundraising Manager will be expected to attend meetings, events, team activities and occasional work sessions at The Gatehouse and elsewhere in Oxfordshire.

#### **Do I need to live locally?**

We expect applicants to live within approximately one hour's travel of Oxford. This is important because the role involves building relationships, attending events, engaging with colleagues and occasionally representing The Gatehouse in person.

#### **Is flexible working available?**

Yes. We recognise the importance of flexibility and will discuss working arrangements with the successful candidate. However, some flexibility is required to attend events and meetings as needed.

### **Recruitment Process**

#### **How do I apply?**

Please send:

- A current CV
- A covering letter explaining your interest in the role and how your experience meets the requirements of the position

Applications should be sent to [recruitment@oxfordgatehouse.org](mailto:recruitment@oxfordgatehouse.org)

### **Is there a closing date?**

No. We are operating an open recruitment process.

We will review applications as they are received and will close the recruitment process when a suitable candidate has been appointed. We therefore encourage interested applicants to apply as soon as possible.

### **What happens after I apply?**

Suitable applicants will be invited to an informal conversation about the role. This provides an opportunity for both parties to explore whether the position is a good fit.

Candidates selected following the informal meeting will then be invited to a formal interview.

### **What will the informal meeting involve?**

The informal meeting is intended to be a relaxed conversation about:

- The role and responsibilities
- The Gatehouse and its work
- Your experience and interests
- Any questions you may have about the position

It is not an interview, but it will help inform decisions about progression to the next stage.

### **How many interviews will there be?**

We currently anticipate one formal interview following the informal meeting.

### **Will I need to prepare anything for the interview?**

Candidates invited to interview will receive details of the interview format and any preparation requirements in advance.

### **Skills and Experience**

#### **Do I need charity fundraising experience?**

We are looking for someone with proven fundraising experience and a strong understanding of income generation. Experience of trust and foundation fundraising is particularly valuable.

#### **Do I need experience of homelessness services?**

Direct experience is not essential, but an understanding of the issues surrounding homelessness, poverty, exclusion, and social justice would be advantageous.

### **What personal qualities are you looking for?**

We are looking for someone who is:

- An excellent relationship builder
- Self-motivated and organised
- A strong communicator and writer
- Strategic and results-focused
- Collaborative and values-driven
- Passionate about making a difference

### **Working at The Gatehouse**

#### **What is the culture like at The Gatehouse?**

The Gatehouse is a welcoming, inclusive and values-led organisation. We believe in dignity, compassion, partnership and the importance of lived experience. We work collaboratively and are committed to creating a supportive environment for both staff and volunteers.

#### **Who will the Fundraising Manager work with?**

The Fundraising Manager will work closely with the CEO, senior leadership team, staff, volunteers, trustees, funders and supporters.

#### **Why should I apply?**

This is an exciting opportunity to join a respected and ambitious charity making a real difference in Oxford. The role offers the opportunity to build on an established fundraising programme while helping shape the future direction and growth of the organisation.

**If you would like an informal conversation about the role before applying, we would be delighted to hear from you.**