

Refugee & Migrant Justice



**Individual Giving Manager
Job Pack**

About Us

Refugee and Migrant Justice (RMJ) is one of the UK's largest charities providing immigration and asylum advice, dedicated to supporting refugees, asylum seekers, and vulnerable migrants to access justice and rebuild their lives.

As an IAA Level 3 accredited organisation, we represent clients at every stage of the immigration and asylum process, including appeals up to the Upper Tribunal of the Immigration and Asylum Chamber. Our work also extends beyond legal advice: we support individuals facing destitution to access housing, financial assistance, and other essential services to which they are entitled.

At RMJ, we are not only committed to delivering high-quality legal support—we are also working to change the system. Our team actively campaigns for a fairer and more humane immigration system. This means our caseworkers have opportunities to contribute to strategic litigation, policy engagement, and wider advocacy work that drives meaningful change.

We are proud to have recently been recognised as a Great Place to Work, reflecting our commitment to building a positive, inclusive, and supportive workplace where our staff can thrive while making a real difference.

We particularly welcome and encourage applications from Black, Asian and Minority Ethnic individuals, and those who are migrants or refugees, and who have lived experience of the impact of UK immigration policy and/or of rough sleeping. This includes individuals with direct experience or experience gained through supporting family members with the challenges posed by immigration and asylum practices- those who have been or could have been clients of RMJ.

We guarantee an interview to refugees, stateless people and others with lived experience of forced migration, as long as they meet at least 50% of the essential criteria.

If you are passionate about justice, human rights, and supporting some of the most vulnerable people in society, we would love to hear from you.

Role Overview

This is a new and pivotal role at RMJ, created to build our individual giving programme from the ground up. You'll take a small but committed base of supporter donors and grow it into a thriving, sustainable income stream. If you enjoy working in a small, collaborative team within a fast-moving organisation that's ready to scale its impact, this role offers the chance to shape something truly meaningful.

As our Individual Giving Fundraiser, you will lead on **digital and direct marketing appeals, engagement campaigns,** and **supporter journeys** that inspire people to take action - whether that's making a gift, leaving a legacy, taking on a fundraising challenge, or becoming a long-term advocate for our work.

We're looking for someone with **at least two years' Individual Giving experience** within a campaigning organisation, charity, membership body, or political party. You'll bring the **creativity and drive** needed to start a programme almost from scratch, alongside practical experience delivering fundraising across both digital and print channels. You'll know how to engage different audiences, motivate them to give, and build strong relationships over time.

You'll also be someone who loves working with data - using it to understand donor behaviour, analyse performance, spot trends, and make smart, evidence-based decisions. By combining data, strong storytelling, and supporter insight, you'll help us deepen donor engagement and increase income to fuel RMJ's mission.

Job Specification

Contract duration: 18 months fixed term contract

Relationships: This post holder will report to the Senior Fundraising Manager.

Hours of work: Full time role, with flexibility to consider part-time hours for the right candidate.

Due to the nature of RMJ's work, there may be instances when employees are required to work beyond standard hours. In such cases, compensatory time off can be arranged in agreement with their immediate manager.

Salary: £40,000 - £ 45,000 (FTE) per annum.

Annual Leave: 28 days annual leave plus statutory holidays

Pension: 6% pension contribution.

Other benefits: Cycle to work scheme, tech scheme, enhanced maternity and paternity leave, eye care vouchers, access to staff discounts and employee assistance program.

Place of work: The normal place of work will be at the People's Place 80-92 High Street, Stratford E15 2NE and the food bank at our Ilford office (on a Thursday). As part of our hybrid working model, staff are expected to come to the office 40% of their weekly working hours.

Key Responsibilities

Individual Giving Development

- Design and deliver RMJ's individual giving strategy, building a sustainable programme from a small existing donor base.
- Develop compelling digital and direct marketing appeals that inspire new and existing supporters to give.
- Create engaging supporter journeys and stewardship plans that deepen relationships and encourage long-term support.
- Test, learn and develop activity — including improving landing pages, to refining email journeys — to maximise response rates and income.

Campaigns & Audience Growth

- Lead on engagement campaigns ("handraisers") to attract new audiences and convert new supporters into donors
- Grow and diversify RMJ's donor base, including donors who give regular gifts, one-off donations, legacies, and take part in community fundraising events.

Content & Storytelling

- Work closely with service and advocacy teams to gather stories, case studies and insights that bring RMJ's work to life.
- Translate complex issues into powerful, accessible messages that motivate supporters to take action.

Data, Insight & Reporting

- Use data to understand donor behaviour, segment audiences, and identify opportunities for growth.
- Monitor, analyse and report on performance across channels, making evidence-based recommendations to improve results.
- Ensure data is used responsibly and in line with GDPR and sector best practice.

Collaboration & Ways of Working

- Work across teams to ensure fundraising activity aligns with RMJ's mission and values.
- Manage relationships with freelancers or agencies as needed.
- Contribute to a culture of testing, creativity, and continuous improvement.

Person Specification

Essential Experience & Skills

- At least 2 years' Individual Giving experience within a charity, campaigning organisation, membership body, or political context.
- Hands-on experience delivering individual giving fundraising across digital and print channels.
- A track record of developing successful appeals and supporter journeys.
- Strong copywriting skills and the ability to communicate complex issues with clarity, empathy, and impact.
- Confident using data to analyse performance, segment donors, and make data-driven decisions.
- Comfortable working in a small team, taking initiative, and managing multiple projects simultaneously.
- Understanding of fundraising regulation, compliance, GDPR and good practice in donor stewardship.

Desirable

- Experience launching or significantly growing an individual giving programme.
- Experience working with marginalised communities, immigration or human rights issues.
- Knowledge of legacy fundraising or community/challenge events.
- Familiarity with CRM systems such as Salesforce, CIVICRM or Beacon.

Personal Qualities

- Creative, proactive, and excited by the opportunity to build something new.
- Strong relationship-building skills and the ability to work collaboratively across teams, and both internal and external stakeholders.
- Values-driven, with a commitment to RMJ's mission of supporting refugees and migrants.
- Flexibility to be responsive to RMJ's policies, priorities and the changing needs of the organisation and will be expected to adapt their workload as required.

How to Apply

Only candidates who submit CV and a cover letter will be shortlisted. The cover letter must clearly outline their motivation for applying and demonstrate how they meet the essential criteria of the person specification. To apply, email your CV and cover letter to [**recruitment@RMJustice.org.uk**](mailto:recruitment@RMJustice.org.uk)

The interview consists of an interview (approx. 45 mins) and a written exercise (45 min).

We understand that some applicants may choose to use tools such as CHATGPT or other AI platforms to help write their cover letter. We want to remind our applicants that if you are going to use these tools, it is important that your response genuinely reflects your own experience, your understanding of the role and your motivation to wanting to work with us. We have found that when applicants rely heavily on AI, cover letters can become generic and similar to one another.

Please note that we do not use AI at any stage of our shortlisting process. Applications are reviewed by our team, with a focus on your experience, skills and suitability for the role.

The closing date for applications is 24th May 2026. Applications received after this date will be unlikely to be considered. Successful applicants will be invited to an interview, scheduled for the week of 1st June 2026.

