

OCD-UK JOB DESCRIPTION

JOB TITLE:	Fundraising Development Manager
LOCATION:	Hybrid (home & East Midlands) (The successful candidate will also need to be able to attend mass participation events across the year, i.e. London Marathon, Great North Run in Newcastle and other locations)
HOURS:	37.5 hours - Monday to Friday 9:00am to 5:00pm. (Please Note: Flexibility to work occasional evenings when required, i.e. to meet with fundraisers/volunteers)
SALARY:	£33,500 per annum
START DATE:	TBC with applicant (ASAP)
CONTRACT LENGTH:	Permanent

WHAT WE OFFER

- 25 days annual leave (rising annually after three years' service (up to 30 days)
 - plus, public & statutory bank holidays
 - plus, a birthday well-being relaxation day off
- Workplace pension contribution (currently 3%)

APPLICATION INSTRUCTIONS

If you wish to make an application, please complete the application form at:
<https://www.ocduk.org/jobs/fundraising-development-manager/apply>

Closing date: 5pm on Tuesday 30th June 2026

We support people affected by OCD at every stage of their journey, we're here to support people through the difficult times, right through to recovery and everything in-between.

The OCD-UK Diversity and Inclusion Charter

In 2021 OCD-UK launched our *Diversity and Inclusion Charter* a simple guide to help staff, volunteers, service-users and trustees understand the culture in which OCD-UK operates and to understand that all are welcome when using OCD-UK services. The charter states:

Irrespective of age, disability, race, religion, country of origin, gender identity or sexual orientation, everybody is welcomed and respected equally when using, attending and contributing to any of the OCD-UK services.

We do this because we are committed to delivering services to people from a diverse background, to being fair and inclusive, and to being a place where all are welcomed and feel they belong. We therefore also encourage applications from candidates who are likely to be underrepresented in the existing OCD-UK workforce.

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ABOUT OCD-UK

OCD-UK is a registered charity (1103210) that provides services for those affected by Obsessive-Compulsive Disorder.

Uniquely, the charity is completely service user led, everyone involved in the organisation have personal experience of OCD, either directly or through a loved one.

Based on those experiences, we provide recovery focussed, life-changing advice, information and support services for those affected by OCD, and campaign to end the trivialisation and stigma of OCD. We also work to help health professionals and the public understand OCD better, so that the thousands of people we support no longer have to feel ashamed or embarrassed to talk about Obsessive-Compulsive Disorder.

Obsessive-Compulsive Disorder (OCD) is a serious psychological anxiety disorder that affects nearly 750,000 children and adults here in the UK. In fact, OCD is so severe that the World Health Organisation once ranked it amongst the top ten most disabling illnesses.

For people suffering with OCD the impact of the condition goes far beyond the disadvantages the condition causes, it frequently causes catastrophic impact on the person's ability to form relationships, both at home and with peers and impacts on them academically and professionally. OCD can be devastatingly isolating, leaving many people feeling so desperately alone and often unable to talk and open up about how they feel.

The devastating consequences of OCD and confusion about what support is available leads people to reach out and contact OCD-UK, and in that moment it's important for them to be responded to by somebody that understands the gruelling and compelling nature of OCD, and how it makes a person feel. The advice and information a person may receive from that helpline call or support group we host can have a life changing impact, and perhaps most importantly, it can provide or reinforce hope, that recovery is possible!

It's imperative we are able to continue to offer the support services that we do and look to expand further.

Therefore, we are seeking a positive and dynamic individual as we recruit a **Fundraising Development Manager** to join our charity to develop and innovate our fundraising income, to ensure the charity can continue to offer our support services.

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JOB SUMMARY

OCD-UK is entering an exciting new chapter as we look ahead to the next phase of our growth. We want to develop, strengthen and future-proof our fundraising income – and that's where you could come in as our new **Fundraising Development Manager**. This is a unique opportunity to lead income generation at a pivotal moment for our charity and to shape how we fund our work in the years ahead, you will expand our ability to generate income from our community fundraisers.

This will be a challenging but rewarding position within a small friendly and dynamic charity, with clear growth ambitions and a determination to make a real positive impact for children and adults affected by Obsessive-Compulsive Disorder.

You will bring ambition, clarity, ideas and organisation to help generate fundraising income. You will lead on all aspects of fundraising for our mass participation event places, with a focus on our London Marathon places for 2027 and beyond. You will also help to develop new income campaign streams for the charity, including building and mobilising a network of fundraisers, to drive individual giving, sponsorship and fundraising activities.

In addition, you will also lead on preparing small grant bid-writing through persuasive communication with high-quality grant writing to unlock new opportunities to secure funding to help bring charity projects and ideas to life.

This role isn't just about processing fundraising applications and writing funding bids from behind a desk. It's about being a visible, energetic advocate for the OCD-UK community. You will champion our work as well as supporting other colleagues in their duties where your time allows.

You will be joining a small team of six staff members, and you will be working with two part time colleagues on the fundraising for OCD-UK.

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WHAT WE ARE LOOKING FOR

We're looking for someone who is motivated by building and developing our fundraising income opportunities. What matters most through your application is that you can demonstrate your results, ambition and strategic thinking.

Experience

- A track record of securing income through individual giving and fundraising activities.
- A track record of securing income from trusts and foundations.
- Managing the full funding cycle, from potential grant funder research, through to relationship stewardship and reporting.
- Experience of positively supervising and supporting colleagues.
- Thorough knowledge and understanding about Obsessive-Compulsive Disorder, either through lived experience or working experience.

Skills

- Engaging communication skills, with the ability to motivate and encourage fundraisers from different backgrounds.
- Creativity to generate new community fundraising ideas/campaigns.
- Exceptionally strong writing skills, with the ability to produce compelling high-quality, and tailored funding applications.
- Ability to produce quality and engaging project reports for funders.
- Highly organised, able to balance administrative duties (i.e. fundraiser pack processing) with bid writing and fundraiser relationship building.
- Confidence to work both independently and collaboratively.
- Very strong relationship-building and communication skills.
- Highly organised, with an attention to detail with accuracy and meticulous attention to detail.
- Ability to manage multiple priorities under pressure and to manage multiple deadlines (grant writing, mass participation registration, reporting).
- Ability to travel to different locations to support runners at our mass participation events.

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Personal Skills

- Self-assured, with a 'can-do' approach and the confidence to bring ideas to the table.
- You are proactive, outgoing, and don't wait to be told what to do to work to get the task done.
- Positive and solution focussed.
- Thrives in a fast-paced and busy environment of a small team.
- Self-motivated and able to work independently.
- Welcomes feedback, with a desire to continuously improve and develop.
- Passionate and enthusiastic.
- You care deeply about mental health awareness and helping people impacted by OCD thrive to successfully achieve their fundraising challenge.
- Ability to recognise project deadlines and manage workload appropriately to meet them.

OCD-UK Expectations

- Develop and deliver an ambitious and adaptable fundraising strategy.
- Ability to work within a small team, helping and supporting colleagues.
- Highly organised to be able to work equally as productively at home or office based.
- To work from the Belper based office when needed (expectation once or twice a week), for example packing and processing of fundraising packs.
- To lead an enthusiastic and visible presence at different mass participation events across the country, i.e. London Marathon, Great North Run and various Half Marathon events.
- To maximise the potential of our new London Marathon places to expand our community fundraising income to £150+ in 2027.
- To manage time between community fundraising to allow time for all aspects of preparing and processing grant foundation applications.
- Work with colleagues to capture impactful stories to showcase our work, to help strengthen why fundraisers would choose to fundraise for OCD-UK.

If you are hungry to grow a project meaningfully and excited by the opportunity to shape an evolving role, we would love to hear from you.

Whilst this job description above covers the main duties and responsibilities of the post, it is not exhaustive. The post holder is therefore expected to undertake any other duties which may be reasonably required for the demands of the service in addition to supporting the charity in other work when directed by the Chief Executive.

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DESIRABLE SKILLS

- Ability to use own initiative, working independently, through prioritising, planning and organising tasks and activities to meet deadlines.
- Flexible and non-judgemental approach to people and work.
- Proven track record of developing productive relationships with volunteers and beneficiaries.
- Ability to recognise the needs and experiences of service users and volunteers from a diverse range of backgrounds.
- Strong communication and interpersonal skills.
- Enthusiastic and self-motivated with excellent team-working skills.
- Experience of working in a small, but growing organisation.
- Familiar with Microsoft Office software.
- Familiar with online meetings using Zoom/Microsoft Teams technology.
- Experience and understanding of Obsessive-Compulsive Disorder through personal or working environment.
- Appropriate home workspace to host telephone calls and online meetings confidentially. It's vital that the work from home space allows time and space for uninterrupted calls and meetings.

Are you ready to make a positive difference in the lives of people suffering from Obsessive-Compulsive Disorder?

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KEY RELATIONSHIPS

Internal:

The post holder is directly responsible to the Chief Executive but will be supported in this role by our executive assistant where their time allows and you will have close working collaboration with all other staff.

External:

The post holder will work closely with charity service-users, fundraisers, members of the general public and potential new charitable trust funders.

RESPONSIBILITIES EXPECTED OF ALL OCD-UK STAFF

- To comply with OCD-UK Safeguarding & Child Protection Policy and attend internal mandatory training.
- To undertake a full DBS (Disclosure and Barring Service) enhanced check and subscription to annual DBS update service.
- To adhere to and actively promote and deliver a friendly welcoming service that reflects our diversity and inclusion charter.
- To ensure the charity's ethos and objectives in promoting recovery from OCD are maintained, whilst also supporting people through their fundraising journey.
- To comply with the OCD-UK Data and Privacy Policy and GDPR regulations.
- To adhere to our confidentiality policy.
- To contribute to the organisation of and support the running and hosting of the OCD-UK annual conference.
- To assist colleagues with their projects where necessary.
- To actively participate in staff team meetings and training events and contribute to the development of organisational practice and procedures.
- To be flexible and willing to consider and develop new and innovative ways of working.
- Travel to charity's office when required (for those outside Derbyshire, reasonable travel costs will be reimbursed).

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We are committed to equality, diversity, and inclusion demonstrated through our diversity charter, and we are actively building a team that fully reflects and best supports the OCD community.

Application Process:

Interviews will be held in July via Zoom, with the possibility of a second round of interviews, potentially in our office (Belper, Derbyshire).

How To Apply

To apply please complete the application form on our website. If you wish to apply but have any questions first, please feel free to email our chief executive ashley@ocduk.org prior to submitting an application.

Please Note:

- Your covering letter supporting statement on the application form is an important part of your application. The information you give there is key for us in shortlisting.
- We reserve the right to close this recruitment process early should we receive a high volume of applications.
- We recommend if you need additional time to complete the application form, please email our Chief Executive, Ashley Fulwood at ashley@ocduk.org at your earliest opportunity to ensure that should we close the application process early, your application will still be considered.
- Please note that all offers of employment are subject to at least two recent references deemed satisfactory by OCD-UK which must be secured within ten working days of being offered the job. We reserve the right to request additional references should we feel necessary.
 - We recommend only using referees that are recent, and for professional contacts that you know they would be willing to provide you a reference within the expected time frame.
- All offers of employment are subject to the return of a clear enhanced DBS check at the start of employment and signing up to the annual DBS update service, which OCD-UK will subsidise whilst employed with us.

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