Fundraising and Engagement Manager

Recruitment pack

October 2026

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Introduction

Thank you for your interest in working at the Architects Benevolent Society. ABS is the benevolent charity that has supported people in the architecture community through times of hardship since 1850.

We offer financial assistance, access to expert mental health, legal, career and housing support through our specialist partner agencies, as well as signposting, benefits advice and practical support through our in-house team of caseworkers.

We support UK architects, architectural technologists, landscape architects, practice staff and their families.

Our work has never been more needed as the industry we support navigates economic and commercial challenges, alongside the emergence of new technologies that are changing the employment landscape.

Every year, we support hundreds of people, but we want to do more. Our strategy focuses on building stronger connections across the industry so that we can increase our income, raise awareness of our services and reach more people who need our help. This role will play a vital part in achieving that ambition.

We are looking for someone with experience in fundraising and engagement who can lead our corporate partnerships and volunteer programme, developing strong relationships, driving engagement and generating additional income.

At least as important as your experience is your approach. We are a small team, and roles at ABS involve a combination of planning, management and a hands-on attitude to getting things done. We are proud of what we do and ambitious about doing even more.

If this sounds like you, we'd love to hear from you.

Our strategy (summary)

Our strategy has two external goals and one supporting goal:

Building the wellbeing of the architectural community	**Deepening our connection with the architectural community**
Strengthening our organisation	

Building the wellbeing of the architectural community

We will continue to develop an holistic support model, which seeks to provide meaningful support to as many people as possible through a combination of grants, expert in-house guidance and partner service provision.

We will support more people year-on-year, aiming to reach capacity (circa 720 active beneficiaries per year) by the end of the strategy.

We will enhance our offer with self-support resources and access to expert training providers to the industry, establishing ourselves as a trusted source of guidance as well as a place of support in a crisis.

Deepening our connection with the architectural community

We will increase our reach through marketing promotion, our Ambassador network and a planned approach to engagement with senior figures and influencers within the architecture world.

By 2028 we will be in regular communication with 8,000 people across the architecture community.

We will advocate for our clients, and take policy views on issues that effect our community (for example, proposed cut-backs in welfare spending).

Strengthening our organisation

We will safeguard our assets to ensure that we are here for the long term. Within the life of the strategy we will have decided and acted upon the potential sale of our properties.

We will develop a strong and supportive culture for our staff and volunteers, nurturing our talents, and recognising each for their contributions.

Fundraising and engagement at ABS

Our fundraising activity comprises income from corporate and individual donations, legacies and events. This year our fundraising generated around £140k. We think we can do much more.

We have great relationships with a number of larger employers and a team of wonderful volunteer ambassadors who help spread the word. But there is much more that we can do to engage with the community we support, and this is a particular focus for the Fundraising and Engagement role.

At the core of our awareness calendar are three annual events:

> The Chicken Run – a 5k fun run through London. This amazing event attracts 100+ runners who dash through the streets of London in various chicken themed outfits (though no-one can remember where the original idea came from!). We've just completed the 2026 run, so there's plenty of time to plan how we can make the next event even more impressive.
>
> Time2Sketch – a delightful competition in which participants have one hour to sketch on a theme released just minutes before the start. Last year's sketch-off attracted 130 participants. The next competition will be in the spring and we want even more people to take part.
>
> Bake the World a Better Place – a heartwarming (and tummy-filling) baking event that draws participants from practices throughout the UK. Its great to see social media light up with so many bake sales.

Systems

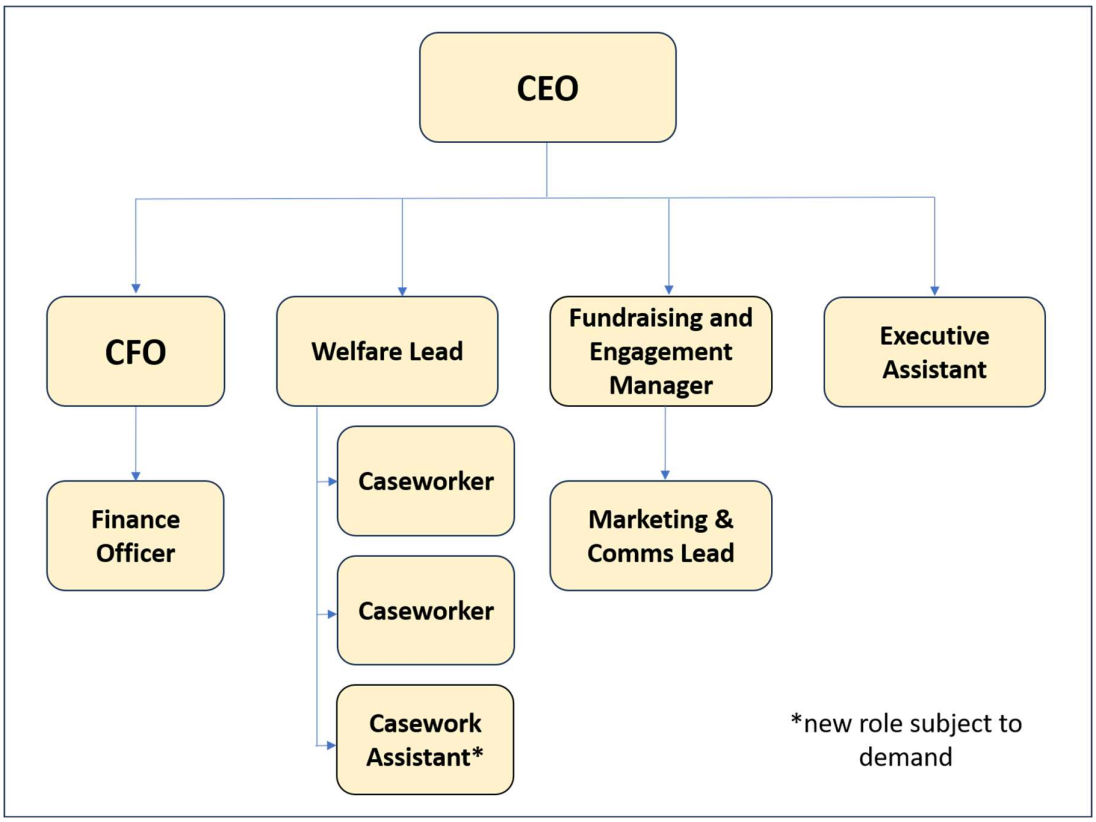
We manage our activity with a variety of digital systems including Beacon CRM, Mailchimp and a bespoke WordPress website.

We're recently done a lot of development on our Beacon database and revitalising our website is one of the major projects for 2026/27.

Our people

Staff team

We're a small but dedicated team currently of eight people, with plans to expand a little as demand increases.



Trustees

We benefit from a trustee group with wide-ranging skills, knowledge and lived experience.

How we work

Full time roles are 37.5 hours a week. We offer a flexible hybrid working model, combining remote work with in-office collaboration. Staff attend our Portland Place office at least once a week (currently on Wednesdays). This role will require more of an in-person presence than some others in order to visit practices and represent ABS at events, but there's still lots of flexibility.

Job description and person specification

Fundraising and Engagement Manager

Main purpose of the job

Lead and deliver ABS' fundraising, supporter engagement and development activity to generate sustainable income and deepen relationships across the UK architectural community

Accountable for achieving agreed annual income targets across individual giving, corporate partnerships, fundraising events and legacies.

Manages and builds our growing supporters' network by cultivating strong relationships within the architectural community.

Responsible to:

CEO

Responsible for:

Marketing and Communications Lead

Principal duties:

Leadership, planning and monitoring

- Formulate ABS' fundraising, development and engagement goals in conjunction with the CEO and CFO.
- Assist the CFO and CEO with the creation of the annual fundraising and development budget.
- Monitor income and expenditure against budget, re-evaluating activity as and when needed.
- Prepare and present quarterly performance reports to the Development & Engagement Committee, including income performance, pipeline opportunities and supporter engagement metrics.
- Advise on changes to relevant legislation and best practice.
- Manage the Marketing and Communications Lead.

Fundraising

- Monitor and evaluate fundraising performance using agreed KPIs, making recommendations to maximise income and supporter engagement
- Manage fundraising activity across individual, corporate and legacy streams.
- Plan and manage fundraising campaigns, appeals and events to increase voluntary income including Chicken Run, Time2Sketch and Bake the World.

- Establish relationships with potential supporters around the UK and deliver presentations on ABS activity in a range of settings.
- Ensure that fundraising activity is compliant with relevant regulations.

Supporter Engagement

- Develop and manage a pipeline of corporate supporters, sponsorship opportunities and strategic partnerships within the architecture and built environment sectors.
- Manage ABS' Ambassador Programme, including recruitment, training, engagement, recognition and offboarding.
- Manage ABS's relationship with its Patron and President.
- Provide excellent stewardship through regular, personal communication with corporate partners to keep them engaged.
- Oversee direct marketing communications ensuring consistent tone of voice and messaging.
- Lead the effective use of the CRM system to manage supporter relationships, monitor fundraising performance, produce insights and inform decision-making.
- Ensure data protection principles are closely adhered to in respect of supporter records.

Additional responsibilities

- Carry out all duties and responsibilities in line with ABS policies, employment legislation and other best practice guidelines.
- Undertake such other tasks as the CEO may direct.

Person specification

Essential

- Track record of growing income and achieving fundraising targets
- Experience working with individual and/or corporate giving
- Experience developing engaging supporter journeys that increase loyalty, deepen engagement and grow income
- Experience managing budgets, forecasts and income targets
- Proficient in using CRM systems to deliver insights and inform decisions
- Experience managing or supervising staff
- Knowledge of fundraising regulation and data protection law

- Excellent relationship-building and communication skills, with the ability to engage a wide range of supporters and stakeholders
- Can balance strategic thinking with practical delivery
- Organised, proactive and motivated by achieving great results
- Collaborative but happy to take the lead

Desirable

- Experience working with volunteers
- Experience of legacy fundraising
- Expertise in data management
- Experience managing fundraising events
- Knowledge of the UK architecture industry

Benefits

Health insurance

Employees have the option to join our health insurance scheme, provided by AXA Health. This covers a range of private healthcare support.

Group income protection

Subject to scheme terms and conditions, this scheme pays out when employees have been sick for 13 weeks.

Group life assurance

The Group Life Assurance covers applies to all employees and pays out 4 x annual salary to the beneficiaries of employees in the event of death in service.

Group personal pension scheme

ABS operates a group personal pension scheme with Aviva, into which it pays a non-contractual contribution equivalent to 10% of basic salary.

Recruitment timetable

Closing date: Sunday 15th November

First interviews: w/c 30th November

Final panel interviews: w/c 7th December

How to apply

Please provide your CV and a covering letter (no more than two pages).

Inclusiveness

ABS is committed to providing an inclusive and accessible recruitment process for all. If you would like to receive any information in a different way or would like us to do anything differently to help you apply for our roles, please get in touch.