

Job Title:	Fundraising Coordinator
Salary:	c.£27,000 per annum
Hours:	Full time, 35 hours per week (some evening and weekend work required)
Contract Type:	Permanent
Responsible to:	Business Development Manager (or Chief Executive Officer until BDM post is filled)

Summary of Post

- Lead on writing applications to Trusts and Foundations and maintaining effective relationships with funders
- Provide support to senior managers to complete public sector tenders
- Assist the Research and Development Coordinator with the collection and analysis of cyclical (annual/bi-annual) feedback from the people that use our services, with the view to using data in fundraising applications and for demonstrating impact to current funders requiring project progress reports.
- Maintaining up to date fundraising filing and monitoring systems.
- Seeking out new, relevant funders and diversifying Centre 404's funding streams.

Fundraising and Income Development

- Work with senior managers, the Business Development Manager and CEO to meet the organisation's fundraising needs and deadlines for funding applications and tenders
- Be responsible for identifying appropriate funding opportunities and writing tailored applications to Trusts and Foundations
- Work closely with senior managers, the Business Development Manager and Fundraising Consultant to gather information and complete well written and successful applications that lead to increasing and diversifying income
- Develop relationships with funders and communicate with relevant colleagues to track and monitor fundraising applications, success and opportunities
- Assist with writing tender submissions for local authority contracts
- Show commitment to advancing the work of Centre 404 and seeking opportunities to diversify funding opportunities and develop the future sustainability of the organisation
- Taking responsibility and interest in attending training, briefings and keeping up to date with current events
- Ensure our fundraising database, administration and applications are up to date and maintained. Revamping and reviewing the current system and ongoing where applicable
- Engage in relationship building with current and prospective funders, keeping them up to date on our progress
- Work with the Finance Administrator and Finance Consultant to track fundraising income and correct allocation of funds to relevant projects

Sponsored Events and Activities

- Lead on the organisation of at least two community fundraising events per year with assistance from colleagues in the Central Team and volunteers
- Lead on organisation of annual Quiz Night
- Play an active role in working groups for annual AGM and summer party, and other internal events and activities, working with the PA and Company Administrator
- Identify and develop opportunities for additional sponsored fundraising activities and work with the Volunteer and Communications Coordinator to promote and support volunteers

Research and Strategy

- Work with the Research and Development Coordinator and conduct independent work to collate feedback and research to demonstrate the impact of Centre 404's services and use insights gained to write case studies and contribute to fundraising applications and other promotional materials
- Led by the CEO, work with the Strategic Working Group to contribute to strategic development of the organisation, to include assisting with research and evaluation throughout the implementation of Centre 404's strategic plan
- Work with the PA to the CEO/Company Administrator to assist the CEO with the documentation and record keeping of our strategic plan
- Work with the Research and Development Coordinator to support with research and evaluation throughout the implementation of Centre 404's strategic plan
- Support with monitoring and evaluation of the Phase 3 building project, in line with funding/grant deliverables and agreements
- Develop and maintain systems and trackers to demonstrate compliance to Data Protection and GDPR with all personal data used in fundraising activities

Ongoing Support to Central

- Support the Phase 3 working group with the organisation's relocation
- Administrative and coordination tasks and support to the Central Team when required and appropriate
- Take a joined-up approach to resource and communication across the four services to share knowledge and data in a meaningful, accessible way

General Duties

- Adhere to all Centre 404 policies and procedures and to the requirements of funding organisations
- Comply with Centre 404's Data Protection Policy, IT Policy and other guidance around Data Protection
- Required to not only read our safeguarding policies and procedures but attend relevant training and keep up to date with safeguarding, which Centre 404 takes very seriously
- Adhere and be committed to values which promote dignity in care.
- Adhere to Centre 404 Equality and Diversity Policy and contribute to an accessible and welcoming work environment
- Use a person-centred approach with the involvement of service users and family carers and according to Centre 404's mission and values
- To remain non-judgemental and show empathy and awareness, remaining calm in adverse situations, and leading by example.
- Maintain confidentiality of information relating to service users, volunteers, staff and any sensitive issues relating to the work of the organisation
- Contribute to your personal and professional development by attending regular support and supervision sessions and training as identified by your line manager in relation to your role and responsibilities
- Be flexible and available to work evenings and weekends in accordance with the needs of the post and the organisation as a whole
- Attend staff meetings and other committees when requested
- Aim to meet targets as set and agreed with your line manager in relation to your personal development and the progress of new projects
- Attend the annual AGM, fundraising functions, events and staff away days as required. Time off in lieu will be given for activities outside of normal working hours

- Undertake any other reasonable duties as commensurate with the aims of the post and as requested by management

Person Specification

	(E) Essential requirements	(D) Desirable requirements
Qualifications	Relevant graduate equivalent professional qualification	E
	IOF qualification and/or membership	D
Knowledge & Experience	At least 1 years' experience of working in a fundraising role	E
	Experience researching and identifying funders and securing income from a variety of charitable trusts and grant giving organisations	E
	Experience of writing detailed reports and applications to funders	E
	Confident presentation abilities with experience of communicating information in a clear and engaging way to a variety of audiences using PowerPoint and/or other software or online technologies	E
	Experience of carrying out research, and delivering focus groups or obtaining feedback from groups and individuals	D
	Experience of organising community fundraising events and activities	D
	Knowledge and understanding of the issues that face vulnerable groups in deprived communities	D
	Experience of working in public or charitable sector organisation	D
	Commitment to concepts of inclusion and diversity and ability to handle confidential and sensitive information about individuals and Centre 404's business activities in line with Centre 404 policies and procedures	E
Skills/Abilities	Excellent communication and active listening skills with the ability to relate to and build rapport with a wide variety of stakeholders	E
	Ability to negotiate and manage effective and positive relationships with colleagues, trustees, funders, partner organisations and other stakeholders	E
	Experience working with senior management, trustees or directors	D
	Excellent writing skills with ability to understand and summarise information about our services and write successful funding applications and reports that demonstrate the impact of our work	E
	Strong numeracy skills with an ability to understand budgets and allocation of funding	E
	Ability to collate and analyse research, feedback and data to produce clear evaluation reports	E
	Well organised with proven administration skills to ensure adequate monitoring, tracking and recording systems are maintained	E
	Strong IT skills with the ability to use Microsoft and online software to record, collate and present information and research clearly	E
Personal Qualities	Self-motivated, flexible, with the ability to contribute	E

	positively on your own initiative and as part of a team to meet fundraising targets and deadlines	
	Willingness to work occasional evenings and weekends and to travel to a variety of locations in the local area	E

How To Apply

Application is by way of CV and a tailored covering letter.

Please contact Tim Barnes at Bamboo Fundraising Recruitment on 0203 750 3111 or tim@bamboofundraising.co.uk