



## **FUNDRAISER - JOB DESCRIPTION**

Reports to: Chief Executive

Location: Ladbroke Grove, London W10

Salary: £32,000 (pro rata for 3 days a week)

Responsible for: No line management responsibilities, occasional volunteer supervision.

### **Main purpose of role:**

To develop and implement strategies to generate income enabling the delivery of Spectra's projects and services. Predominantly working with trusts and foundations there will be occasional work with companies and other donors. The main areas of responsibility include researching funders, writing and submitting applications, budgeting, managing the funder relationship.

The postholder will from time to time support the Chief Executive in identifying where to generate income from statutory sources.

Spectra is seeking a candidate with a proven track record of securing and managing grants with an excellent understanding of relationship development and management. The post holder will liaise closely with the Chief Executive and project staff to inform the organisation's fundraising priorities and planning.

### **Strategy**

- To contribute to the development and implementation of the overall fundraising strategy, to ensure all opportunities for approaching grant-givers are maximised within the vision.
- To identify new opportunities to raise funds from trusts, foundations and grant makers as appropriate.
- To identify additional funding opportunities via companies, individuals and statutory sources

### **Identify projects**

- To work with the Chief Executive and other staff to identify new projects and package these, with budgets, to attract suitable funders.
- To ensure that projects include appropriate levels of contribution to core and management costs.
- To work with the Chief Executive and Research and Performance Manager to develop clear communication and robust monitoring for reporting to funders.

### **Research**

- To prepare and update detailed research on trusts and foundation donors.
- To maintain accurate paper and database records on trusts and foundation donors.

### **Approach**

- To make recommendations regarding the optimum time to approach charitable trusts and foundations and manage and report on application planning.
- To match potential donors with projects.
- To collate relevant information and ensure that high quality funding applications are submitted within donors' deadlines and criteria for support.
- To follow up approaches and check on progress to ensure that applications are fully considered by donors and that the final outcome can be monitored and evaluated.
- To support the Chief Executive in developing work with companies and statutory bids.

### **Management of funds**

- To ensure that all donations and grants are properly acknowledged in a timely fashion.
- To ensure that all trust pledges and ongoing annual awards are received.
- To ensure that staff are aware of new funding and their obligations regarding the project delivery.
- To assist with the monitoring of restricted funds,
- To develop feedback systems to meet reporting requirements within donors' deadlines.

### **Relationships**

- To assist in the creation of materials to keep donors informed of developments at Spectra.
- To nurture good relationships with donors and prospective donors, maintaining clear recording systems for all communication.
- To provide reports to funders demonstrating outputs and outcomes from their funding
- To identify opportunities to cultivate and steward supporters towards new and repeat support

### **Budgets**

- To prepare an annual budget, plans and targets for Spectra's fundraising activities from Trusts and Foundations, corporates and individuals
- To report progress against the budget to the Chief Executive, identifying risk and mitigating actions

### **General**

- To support colleagues at Spectra and across our partnerships, as appropriate.
- To operate within Data Protection legislation and adhere to the Institute of Fundraising Codes of Practice.
- To undertake additional activities as required by the Chief Executive

### **Person Specification:**

#### **Knowledge and Experience:**

- Extensive experience and current knowledge of trust fundraising strategies and techniques (desirable experience of corporate, major donors)
- Sound knowledge of Data Protection legislation and the Institute of Fundraising Codes of Practice
- Excellent written communication skills, including experience of developing fundraising propositions
- Excellent numeracy and budgeting skills

- Excellent computer skills including sound knowledge of Microsoft Office applications, databases and e-mail
- First class organisational skills and ability to multi-task and prioritise workload
- Ability to assist with other fundraising activities as required

#### **Qualifications & Skills**

- First degree or equivalent Professional qualification/working experience
- Excellent interpersonal, networking and relationship building skills as well as the ability to influence and motivate supporters at the most senior level
- Strong research skills with the ability to translate concepts into effective action plans.
- Exceptional proposal development and writing skills

#### **Personal qualities**

- A self-motivated team player
- Able to work independently
- Flexible and adaptable
- Entrepreneurial and innovative
- An eye for detail and ability to work carefully and methodically
- Solution focused 'can do' attitude

Able unequivocally to respect, support, promote and work within LBGT and other diverse communities and other communities disproportionately affected by poor sexual health.