



## **JOB DESCRIPTION**

**Job Title:** Fundraising Co-ordinator (P/T)

**Reference:** FC2021

**Responsible to:** General Manager

**Department:** General Management Team

**Location:** Grimsby Access Point, 18 Hainton Avenue, Grimsby, DN32 9BB

**Hours:** 21 hours per week (three days per week)

**Contract Type:** One year Fixed Term (Potential to be extended but the post must be self-financing after the first twelve months)

**Salary:** £21,840 per annum (pro-rata 0.6 FTE) [**£13,104**]

### **Purpose of the charity**

To relieve homelessness, poverty, hardship and distress in Grimsby, Cleethorpes and North East Lincolnshire.

### **Main purposes of the job**

- The post holder will contribute to the implementation of CARE's fundraising strategy.
- They will assist in coordination and preparation of funding proposals and manage donor relations.
- They will lead and organise fundraising events and promotions across the charity.

### **Duties and responsibilities**

#### **Funding**

- Liaise with the General Manager to identify funding needs and coordinate applications that support the delivery of the charities strategic plan.

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- To work within the charities core values and ethos whilst pursuing funding streams and fundraising opportunities.
- Identify and research potential funding opportunities from new and existing funding sources.
- To secure funding for own post after the first year, with the possibility of increasing hours.
- Assist the General Manager to put in place a funding strategy; working closely with the General Management team to oversee its development and implementation.
- Manage any ad-hoc fundraising teams in developing detailed action plans and timetables.
- Develop and organise online fundraising campaigns and events.

#### Administration:

- To adhere to the charities' policies and procedures, including data protection, social media and confidentiality.
- Ensure the funding database is kept up to date including records of contracts, current and prospective donors, funding opportunities and their outcomes.
- Manage own diary, to facilitate networking and fundraising opportunities externally with local businesses, church partners, stakeholders and members of the public.
- Fulfil all internal and external obligations relating to funding reporting and recording.

#### Meetings & Communication:

- Participate in meetings associated with the role described above.
- Ensure that any decisions from any meetings and discussions relating to funding are actioned.
- To report regularly to the General Manager and liaise with and make recommendations as required.

## Person Specification

**Job Title:** Funding Co-ordinator

Attribute/Skill	Essential	Desirable
<b>Education/Qualifications</b>	GCSE Maths and English	Degree qualification in relevant field
<b>Experience</b>	<p>Competent and confident use of Word, Excel, Outlook and internet</p> <p>Good writing skills with the ability to produce concise and relevant proposals and monitoring reports</p> <p>Good communication and interpersonal skills</p> <p>To demonstrate creativity and be able to generate ideas for fundraising strategies</p> <p>Ability to plan and work within agreed timeframes and work well under pressure</p> <p>Work within CARE's ethos and adhere to the charities Core Values</p> <ul style="list-style-type: none"> <li>- Compassion</li> <li>- Acceptance</li> <li>- Relevance</li> <li>- Excellence</li> </ul>	<p>Higher Education and or relevant qualifications in similar field</p> <p>Knowledge/ Experience of social media</p> <p>A proven track record of completing funding applications to a range of grant giving organisations</p> <p>A good working knowledge of funding opportunities, grant giving bodies and grant administration systems</p> <p>Ability to understand budgets</p>