

Fundraising Coordinator

Job Pack

What we do

Mosaic Clubhouse supports people in the London Borough of Lambeth who are living with severe and often enduring mental health issues, enabling them to regain confidence and skills necessary to lead productive and satisfying lives. We offer a wide range of opportunities, access to education and employment, crisis support and information and signposting to other local organisations.

Mosaic's approach is built on the internationally recognised Clubhouse model of rehabilitation whereby staff and attendees work together to run the Clubhouse. This is a uniquely effective model of co-production, combining voluntary participation, peer support and the skill of our staff team to engage members. It allows individuals to identify their skills and talents and achieve their aspirations and embeds mutual respect between service users and support staff. We currently have 400 active members.

We create a nurturing environment where our members can find purpose and grow together while making use of their skills to foster a sense of purpose and progress. Together, we work towards building a brighter future for those on their journey to mental wellbeing. Our mission is to support the recovery of those facing mental health challenges by providing them with opportunities to work, learn, and contribute their talents within a community of mutual support.

Although Mosaic is part of an international network of Clubhouses, we are the only accredited Clubhouse currently operating in the UK.

Mosaic Clubhouse is committed to creating an inclusive environment that promotes equality of opportunity for everyone in its community. Mosaic Clubhouse values the diversity of its staff and members and recognises that this is both a strength and a defining feature of Mosaic Clubhouse in a global context.

Equality, diversity, and inclusion are cornerstones of Mosaic Clubhouse visions; a key guiding principle of this vision is to create an inclusive environment where all members of Mosaic Clubhouse community are valued and able to succeed. This Policy applies to all staff, volunteers, and affiliated members.

We are looking for outstanding people from a diverse range of backgrounds to join our organisation and contribute to our work to create lasting change for those in Lambeth living with and recovering from mental health challenges. Read on to learn more about what we are looking for in this role.

The Role

Reporting to:

Grants and Trusts Manager

Salary:

The Salary for the Fundraising Coordinator is **£30,152**

Contract:

Full-time, permanent

Location:

Mosaic Clubhouse, Brixton
We will consider working from home on occasion.

Closing date:

Friday, 23rd February 2024, 23:59

Interviews:

Monday, 4th and Tuesday, 5th of March
2024

This is more than a fundraising job. You will be working for a unique mental health charity with a national and international reputation for impact. We are driven by an ethos to work side by side with people with mental health issues. You will live and breathe the impact of your work every day.

This is an exciting opportunity to take the next step in your fundraising career; to join a small but ambitious team that are driven by a desire to help others change their lives.

Everyday you will be working alongside people whose lives have been changed by Mosaic. You'll have powerful stories to tell and will experience first hand how your fundraising makes a difference. You'll be the kind of person that thrives in a busy community setting.

This a new role for Mosaic. It is an exciting opportunity to open new fundraising opportunities for a unique charity. You will be supported by the Grants and Trusts Manager and the wider staff team, including the CEO.

We have the full support of our Board of Trustees and the senior management team to support fundraising initiatives and there is a strong understanding of the importance of fundraising across the organisation.

Mosaic Clubhouse in numbers

In the last financial year Mosaic Clubhouse has welcomed more than 500 members.

We have 19 dedicated staff and for the 2022/2023 financial year we had a turnover of £1.27m. 70% of our funding comes from the local alliance statutory grant and the rest is from fundraised sources.

As part of the fundraising team we will only be responsible for fundraising income.

Job Description

Position Title: Fundraising Coordinator

Location: Mosaic Clubhouse

Accountable to: Grants and Trusts Manager

Responsible for:

Supporting the Grants and Trusts Manager to fundraise for Mosaic Clubhouse. This includes:

- Supporting the development and implementation of the fundraising plan.
- Producing bids to trusts and foundation for grants to the value of between £1,000 – £20,000
- Working with members to involve them in fundraising activities.

Main Responsibilities

Support the Grants and Trusts Manager:

- Collaborate closely with the Grants and Trusts Manager to support the implementation of the fundraising strategy.
- Assist in developing and executing fundraising initiatives.
- Provide support in cultivating and maintaining relationships with donors, sponsors, and fundraising partners.

Coordinate Fundraising Activities with Members:

- Work closely with Clubhouse Members to coordinate their involvement in fundraising activities.
- Organize and facilitate meetings, workshops, or training sessions to engage members in fundraising efforts.
- Provide guidance and resources to members to help them effectively contribute to fundraising initiatives.

Manage Departmental Administration:

- Maintain accurate and up-to-date records of fundraising activities, donor interactions, and financial transactions.
- Prepare and distribute regular reports on fundraising progress, including key metrics and performance indicators.
- Assist in developing and monitoring the fundraising budget, ensuring adherence to financial guidelines and policies.

Make Small Grant Applications:

- Identify and research potential small grant opportunities that align with the organisation's mission and programmes.
- Prepare and submit grant applications, ensuring all necessary documents and supporting materials are included.
- Monitor and track the progress of grant applications, providing updates and reports as required.

Stay Informed about Fundraising Best Practices:

- Keep abreast of industry trends, fundraising techniques, and best practices.
- Attend professional development opportunities, workshops, and conferences related to fundraising.
- Share knowledge and insights with the fundraising team and organisation members.
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Person Specification

Experience and Knowledge

- Strong belief in and enthusiasm for Mosaic Clubhouse's aims and mission.
- Experience of successfully raising funds from trusts and foundations.
- Experience of prospect research, donor outreach and relationship building.

- Experience of working in other areas of fundraising such as events or individual giving.
- Experience of working in a fast-paced and busy environment.
- Experience in general administrative tasks.

Characteristics and Skills

- Strong writer with an ability to express complex ideas in simple and effective language.
- Strong oral communication skills, with demonstrated ability to influence, persuade and network with a wide range of stakeholders.
- Enthusiasm for fundraising, a creative thinker, with proven prospect research skills.
- Highly numerate to support the development of project budgets and funding reports.
- Strong IT skills – including Word, Excel, Outlook and experience of or a willingness to learn how to use Salesforce.
- Motivated by working in a target driven environment and collaboratively.
- Excellent organisational skills and an ability to assess and prioritise a demanding workload.

We believe that diversity makes for a stronger team and want our organisation to better reflect the communities we serve. Therefore, we are actively seeking applicants from Black, Asian and minority ethnic backgrounds for this role.

Requirements of the role:

- Right to work in the UK
- The post is subject to a police check of previous criminal convictions with the Disclosure and Barring Service

How to Apply

If this sounds like the role and organisation for you, please send your CV and a cover letter addressing the Job Description and Person Specification to:

g.williams@mosaic-clubhouse.org

When writing your cover letter, please ensure that you provide specific examples to demonstrate your competencies, achievements and skills addressing the criteria set out above. We recognise that your experience may be from unpaid roles as well as paid employment – please include any voluntary work if it helps show why you are the right candidate for the role.

If you want to have a chat about the role please contact:

Gareth Williams, Grants and Trusts Manager

Email: as above

T: 020 7924 9657