



UNLOCKING POTENTIAL... OPENING OPPORTUNITY...

Charity: 1131919  
Company: 6999936

## JOB DESCRIPTION: BID COORDINATOR

LINE MANAGER	Chief Executive Officer (CEO)
HOURS OF WORK	Part-time, 22.5 hours per week
MANAGEMENT LEVEL	Professional
PAY SCALE	Aligned to JNC scale points 13 to 16
LOCATION	Home-based

### OVERALL AIM OF THIS POST:

The role of **Bid Coordinator** is to support the Chief Executive Officer in generating income from The Door's fundraising portfolio to meet budgeted current and future service delivery demands to fulfil the ongoing vision and objectives of The Door. The Bid Coordinator is directly responsible for raising income through grant and tender bids, and for the end-to-end coordination of the bid submission process.

### KEY STAKEHOLDERS

- Chief Executive Officer
- Chief Operating Officer
- Operations Manager
- Senior Management Team (SMT)
- Service delivery staff
- Grant managers, procurement teams and administrators from funders
- Trustees and boards of grant-making bodies and trusts

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### Knowledge and advocacy

- Work closely with the CEO to understand supply and demand of services and funding situations on an ongoing basis
- Develop and maintain an ongoing understanding of The Door's service delivery activities
- Have an awareness of, the wider fundraising needs of the organisation – e.g. sponsorship arrangements, volunteering, regular donors, in-kind support



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Quality Mark



- Be a charismatic advocate of The Door to current and potential funders – promoting the impact of our work and the value of investing in it

#### Fundraising

- Work alongside the CEO and Operations Manager to own, maintain and deliver on a robust fundraising strategy for The Door aligned to the wider Door strategy.
- Manage the end-to-end process of funding bid submission, incorporating
  - Researching new sources of funding from grant-making bodies, including trusts and local authorities
  - Building strong relationships with current and future grant-making bodies
  - Preparing and submitting exceptional funding applications, working closely with the CEO and the service delivery managers, to ensure grants received are fit for purpose and relevant to the work delivered
  - Supporting the coordination and preparation of tender submissions, working closely with the SMT
  - Working with the COO to ensure that funding applications meet the financial needs of the organisation
  - Coordinating the administration of successful funding bids to ensure that all necessary information is fed back to ensure funds are released, that all receipts are appropriately acknowledged and that all reports required by funders are completed and delivered on a timely basis.

#### Reporting and systems

- Work closely with the fundraising team to maintain and further develop all processes and systems for fundraising to ensure a systematic and proactive approach to funding bids.
- Provide progress reports to the CEO of funding activity and reports as required for grants received
- Ensure fundraising data is fully updated and maintained in The Door's CRM system (in conjunction with the Operations Manager)
- Produce necessary information for the monthly fundraising report, contributing towards the report to trustees for each management meeting
- Attend remotely regular team meetings.

#### Values/ethos/standards

- To follow the Fundraising Regulator's Code of Practice



- Have a sympathy and understanding of The Door's Christian ethos (as outlined in The Door Keys document) and how this affects sourcing and developing our fundraising portfolio
- Anything else that is commensurate with the post

## PERSON SPECIFICATION

### ESSENTIAL

- Experience and strong track record of writing successful fundraising bids and reports, including undertaking high quality research to identify efficiently grant and contract funding opportunities
- Ability to produce accurate, concise and persuasive prose with an ability to adapt style according to audience
- A good eye for detail
- Strong organisational, administrative and prioritisation skills
- Good standard of IT Literacy (MS Office, social media, internet, Google for Business, CRM systems)
- Ability to use own initiative and make own decisions
- Willingness to work flexible hours and remotely
- Ability to work in a team

Commented [vr1]: Teamwork is going to be important

### DESIRABLE

- A detailed understanding of the wider funding environment and changing trends in the voluntary sector
- Education to degree level or equivalent
- Membership of the Institute of Fundraising