



Fundraiser - Job Description and Person Specification

Title: Fundraiser

Accountable to: CEO

Place of Work: Home

Hours: 1 day per week

Application deadline: Sunday 16th August

Salary: £350 per day on a self-employed basis

Contract: Self-employed

The Southmead Project is an equal opportunities employer providing free specialist counselling and support for survivors of abuse and addiction across Bristol and surrounding areas. We value our team very highly and pride ourselves on being a supportive employer. Our recruitment is done in line with safer recruitment practices. We welcome people of any race, ethnicity, gender identity, sexual orientation, class, ability, language, religion and cultural background. We value the differences between people and affirm each person as an individual.

Job Purpose:

The Southmead Project is seeking an experienced and motivated Fundraiser to support the charity's long-term financial sustainability.

The postholder will identify, research and secure funding from trusts, foundations, charitable bodies, statutory funders and other appropriate sources. They will lead on developing high-quality, persuasive funding applications and reports that clearly communicate the impact of the Southmead Project's work and the needs of the people it supports.

Working closely with the CEO, Head of Finance and trustees, the Fundraiser will develop and deliver an annual fundraising plan, maintain a strong funding pipeline, and support the organisation to diversify its income. The role will require excellent writing, research, relationship-building and organisational skills, alongside a strong commitment to the charity's values and mission.

- Develop an annual fundraising plan, alongside the Head of Finance and CEO.
- Carry out ongoing prospect research to identify new sources of funding from trusts, foundations, charitable bodies, statutory funders and other appropriate sources.

- Maintain a fundraising pipeline, ensuring that opportunities, deadlines, applications and reporting requirements are monitored effectively.
- Build and maintain a database of prospective and current funders, including key contacts, deadlines, funding priorities and application requirements.
- Monitor relevant local, regional and national funding opportunities, including being a sponsored charity at community events.
- Produce funding applications for trusts, charities, foundations and statutory bodies as an ongoing part of the charity's income generation.
- Analyse data and feedback collected through outcomes processes for report writing.
- Build and maintain positive relationships with funders, partners and relevant stakeholders, including the corporate sector as part of the charity's income diversification strategy.
- Attend monthly meetings with the Senior Leadership Team and trustee meetings as required.
- To work within the framework, spirit and ethos of the Southmead Project's Equal Opportunities Policy, and actively engage in promoting the policy within the charity and in all dealings with clients and other agencies.
- To follow the Southmead Project policies, procedures and professional code of conduct as outlined in the Team Handbook.
- All members of staff, paid and unpaid, are required to undergo the enhanced level of Disclosure and Barring Service check.

Person Specification

ESSENTIAL

- Significant experience of drafting bids and funding applications within the charity sector.
- Experience of writing monitoring reports for funders.
- Experience of drafting and delivering a fundraising plan.
- Excellent organisational, planning and administrative skills.
- An understanding of the issues affecting people who have experienced abuse and trauma.
- Excellent IT skills and experience of using Microsoft Word and Excel with the ability to confidently use a Case Management System.
- Experience of working collaboratively and flexibly within a team.
- The ability to manage own time and work load effectively.
- Excellent communication skills, both verbal and written.
- To be able to attend monthly meetings with the Senior Leadership Team.
- To work within the framework, spirit and ethos of the Southmead Project's Equal Opportunities Policy, and actively engage in promoting the policy within the charity and in all dealings with clients and other agencies.

DESIRABLE:

- Experience of working with survivors of abuse and trauma.
- Experience of working with people that have used drugs or alcohol to cope with trauma.
- Experience of being a client in a formal counselling relationship.
- Experience of working within a community-based organisation.