

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Fundraising Consultant
Location:	Home Based. Ad-hoc travel to meet clients, mostly within England
Line Manager:	Head of Consultancy
Salary:	£35 – 40k (pro rata, subject to experience) + employers pension contribution
Hours of Work:	0.8 – 1 FTE. Full time = 35 hours per week. (Core hours 9am – 5pm Monday to Friday, 1 hour lunch break. Flexible.)
Holidays:	24 days per year + Bank Holidays

General Information:

Charity Fundraising Ltd provides a comprehensive range of fundraising, strategic consultancy and evaluation services to Charities and other not-for-profit organisations. Established in 2000, our services range from grant and contract bid writing and review, to developing fundraising strategies, developing M&E frameworks and undertaking project and programme evaluations. We also offer a range of strategic support, mentoring and training. We work with lots of amazing charities, both local and national, small and large across the UK, covering themes such as: Homelessness; addiction; youth; community; disability; mental health; minoritised groups; medical conditions; heritage; environment and more.

Main Duties:

The role is varied and interesting - managing a portfolio of clients and supporting them directly or strategically with their fundraising, impact evaluation and organisational development. Our consultants are all employees and we work closely together as a supportive team, sharing and developing skills and knowledge.

Main duties include the following. New appointees may not hold experience across all core areas of our services. We provide support and training as necessary and enable our team members to focus on projects that play to their strengths and experience:

- Managing a portfolio of voluntary sector clients and coordinating projects with colleagues, client staff members and trustees.
- Developing a detailed working knowledge of client aims, objectives, activities and funding requirements
- Detailed research of grant and contract funding opportunities for client charities using a range of on-line resources and publications.
- Supporting clients to secure major grants through developing high quality grant funding bids and reviewing bids drafted by clients.
- Supporting clients to secure public sector contracts through PQQ and tender writing and review of drafts developed by clients.
- Advice to clients on project design and development as well as budgets, consultation, QMS, monitoring and evaluation.
- Supporting clients to develop project or organisational monitoring and evaluation frameworks
- Undertaking project evaluations for clients
- Supporting clients to develop business plans and/or leading vision planning workshops
- Undertaking fundraising audits / reviews – analysing client fundraising focus, activities and resources and setting these against comparator organisations.
- Developing detailed bespoke fundraising strategies with clear action plans and supporting clients to effectively implement and review progress.
- Supporting clients to develop appropriate and accurate project budgets in line with full cost recovery principles.
- Promoting the company to potential clients both proactively and responding to enquiries, developing consultancy proposals and visiting to discuss client requirements and our services.
- Working in close partnership with line manager and colleagues.
- General administrative duties including maintaining records in line with our QMS.
- Other duties that may be assigned from time to time by line manager.

Person Specification:

A successful track record of experience in two or more of the following areas is essential:

- Achieving major grant funding from trusts, foundations, lottery distributors, public sector agencies or similar.
- Planning and developing successful fundraising strategies and action plans.
- Undertaking voluntary sector project evaluations and developing M&E frameworks.
- Planning and developing successful contract tender submissions.

Further Essential Qualities / Skills / Experience:

- A team player with a confident manner and a professional, flexible, positive and studious approach to the work.
- A passion for supporting the voluntary sector in the UK to better achieve its aims
- An ability to quickly develop a detailed understanding of wide ranging and complex topics.
- A high standard of written English with an ability to produce concise and persuasive prose.
- High level computer literacy inc MS Word and Excel, Web Research, use of databases and AI tools.
- Excellent verbal and written communication skills.
- Close attention to detail.
- An ability to manage projects with multiple contributors and stakeholders.
- Strong numeracy skills.

Desirable Qualities / Skills / Experience:

- Experience of community fundraising, corporate fundraising, individual giving, digital fundraising, social investment and/or any other relevant income generation options for the voluntary sector.
- Broad understanding of key health and social welfare issues in the UK that the voluntary sector seeks to address.
- Understanding of financial reporting standards in the voluntary sector as well as differing legal structures and their implications.
- Understanding of implementing / managing quality management systems.
- A detailed understanding of the wider funding environment and changing trends in the sector.
- Presentation skills and experience in training / mentoring.
- Experience of marketing / sales.
- Relevant professional qualifications and/or memberships.