

Job Title	Fundraising Development Officer
Location	Devon Wide Base: Exeter with opportunity to work across Devon
Coach	Business Development and Fundraising Lead
Employment Type	Permanent Contract
Hours of Work	37 hours can be worked flexibly
Pay Scale	£31,015 - £33,119 depending on experience
Job Ref no	DYS366

About SPACE

We are an ambitious and innovative charity committed to ‘unlocking potential with young people and their communities’. Building on an established reputation of successful youth work and other services, Space aims to support young people by developing current and new services and increasing the scope of what we do.

Our core values are:

- Integrity: Doing what’s right, even when no-one is watching
- Respect: Interacting with fairness, kindness and dignity
- Determination: We don't give up on young people, our support is not conditional
- Collaborative: Doing great things together and with others
- Accountable: Managing risk, taking responsibility and being accountable to each other and our stakeholders
- Dynamic: Ensuring we deliver the right services, in the right settings, at the right time

Space is an inclusive and learning organisation. Our employees should strive to achieve the best they can and must be committed to seeing the best in others. We value everyone's contribution and create safe spaces for exploration and growth.

Unlocking with young people and their communities

www.spaceyouthservices.org

Registered company address: DYS Space Ltd, 100 Club, Wear Barton Road, Exeter, Devon EX2 7EH

Company registration number: 10229618 Charity number: 1173430

Job Overview

Space's income comes from a variety of sources including:

- Government contracts and grants
- Grants from Trusts and Foundations
- Individual donations
- Community and Corporate Support

The postholder's main priority will be to increase income from non-governmental sources. They will be working in a small team to contribute towards and develop Space's fundraising strategy.

We are looking for an experienced and results-driven Fundraising Officer who has a track record of securing funding and generating income for charitable or community-focused organisations.

This is an exciting opportunity for someone who already has practical fundraising experience and is ready to use their skills to make a meaningful difference to young people across Devon.

This role is ideally suited to someone with professional fundraising experience who enjoys both building relationships and delivering tangible fundraising results. You will bring experience in some or all of the following areas:

- Corporate fundraising and partnership development
- Community fundraising and supporter engagement
- Trusts, foundations and grant applications
- Individual giving and donor stewardship
- Fundraising campaigns, events and challenges

Key Responsibilities and Day-to-Day Duties

Bid Writing & Evidence Gathering

- Collaboratively write funding bids that help deliver on Space's strategic objectives and income generation plans.
- Collate evidence that strengthens Space's ability to write informed and comprehensive funding bids

Relationship Management

- Work with the Business Development and Fundraising Lead to develop and manage a supporter stewardship process to attract new and sustain existing donors and other supporters.
- Build and maintain positive relationships with funders, donors, corporate partners or community supporters and other stakeholders.

Systems & Administration

- Adhere to and build effective processes and systems for tracking fundraising activities, money, contacts, records, and reporting.

Corporate Partnerships & Business Development

- Identify local businesses to engage with Space Youth Centres and Chances School.
- Create opportunities for corporate partnerships and income support that align with the organisation's mission and values.
- Coordinating their staff and fundraising volunteers to ensure best practice

Campaigns and Marketing

- Collaborate with the Marketing Manager to create fundraising and engagement campaigns and materials, such as brochures, emails, newsletters, and social media content.
- Develop fundraising campaigns and content for engaging staff and the public in their own fundraising initiatives for Space Youth Services (e.g., managing JustGiving pages, best practice guides).

Community Engagement & Local Events

- Work with local Youth Work managers to develop and implement local fundraising plans, including the planning and delivery of community events.
- Manage and attend events when required. Work at times that are conducive to community fundraising activities and participants, including evenings and weekends on occasion.
- Plan, coordinate, and execute central fundraising events, community outreach, and engagement strategies.

Person Specification

Skill Set	Essential	Desirable
Training, Qualifications and Experience	• Experience in a professional fundraising role, with a proven track record of personally securing funding, generating income and contributing to fundraising growth. • Demonstrable success in at least one key fundraising income stream, such as trusts and foundations, corporate partnerships, community fundraising, individual giving or fundraising events and challenges. • Experience of proactively identifying and developing	• Experience of writing successful grant applications and securing funding from trusts, foundations or other grant-making bodies. • Demonstrable experience of developing corporate partnerships, securing sponsorship or growing community fundraising income. • Experience of planning and delivering successful fundraising campaigns, appeals, events or

	fundraising opportunities, from initial research and relationship building through to securing financial support. • Strong working knowledge of fundraising legislation, financial regulations and the Fundraising Regulator's Code of Fundraising Practice, with an understanding of how these apply in practice.	challenges, with measurable income outcomes. • Experience of developing and growing a sustainable supporter or funding base, including securing repeat donations and long-term partnerships. • Experience of managing fundraising pipelines, income targets and donor stewardship processes.
Experience - working with others	• Able to work and contribute flexibly as part of a small team adapting to workload and deadlines as needed • Experience of building and maintaining positive relationships with funders, donors, corporate partners or community supporters. • Experience of working across an organisation alongside a range of roles to guide and enthuse colleagues • A strong collaborator, able to consider and workload of others and to plan accordingly to meet agreed deadlines	• Experience of coordinating fundraising activities across multiple teams and/or locations • Experience of working directly with or alongside young people and/or volunteers to raise funds • Proven track record in positive donor stewardship
Practical Skills	• Confident creating and presenting a compelling Case for Support to enthuse different audiences • Strong organisational skills, administrative and accurate record keeping • Evidence of managing a varied workload with different priorities • Strong financial, numerical skills	• Track record of writing and monitoring successful grant applications • Evidence based approach - research skills and data analysis
Technology / IT Skills	• Good knowledge and experience using technology to manage projects, Google Sheets or equivalent and Project Management Software	• Experience of using fundraising CRM • Marketing experience such as SM, use of Meta Suite etc

	• Experience of using design software for fundraising campaigns	• Ability to use Google Suite
Communication and Personal Skills	• Ability to communicate clearly and with enthusiasm about the impact of the charity to different audiences verbally and in writing through varied channels and platforms • Ability to work Independently and take the Lead when needed coupled with knowing when to ask for help/guidance • Excellent listening skills • A Reflective practitioner - open to new ideas yet focussed on clearly identified goals and outcomes, with ability to review and evaluate success and adapt accordingly	• Experience of extracting and collating learning from conversations, reports and evaluations to create impactful stories
Equal Opportunities	• Awareness of and commitment to equality and inclusion	
Other	• A driving licence with own transport • Commit to your own continuous learning and that of others • Understanding and awareness of challenges facing young people • Ability to conform to SPACE policy, practice and standards • Commitment to safeguarding and welfare, subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check, identity check,	Knowledge of the fundraising landscape in Devon and the South West, including local funding opportunities, corporate networks or community partnerships.