



Job Description

Job Title	Fundraising Executive
Employment Status	Part Time (3 days (21.36 hrs) per week)
Salary	£30,000 plus pension contribution (£18,000 pro-rata)
Line Manager	Fundraising Manager
Employed and based at:	St Charles Centre for Wellbeing, Ladbroke Grove, London W10. Flexible/ hybrid working, including being based at Spectra's St Charles office one day a week.

Spectra provides holistic peer led sexual health and wellbeing services to people who are at higher risk of poor sexual health and wellbeing outcomes. We work predominantly in Southwest London, London, and offer some online services UK wide. Our service users include LGBTQ+, trans communities, young people, sex workers, and migrant groups amongst others.

Spectra is funded primarily through a mixture of statutory health contracts, trusts and foundations.

Job Summary and Purpose

Spectra has recently created a new team of three fundraisers (including this post holder). We aim to increase levels of engagement, interest and financial support from trusts and foundations, major donors, and individual giving, including increasing the level of unrestricted funding.

The Fundraising Executive role and purpose is to:

- Develop and implement a 'small trust' plan. They will deliver compelling and impactful approaches to trusts and foundations for financial support. Responsible for smaller trust funding applications of under 10K per year.
- Develop a new individual giving programme, set and achieve targets, and provide a high standard of stewardship in these areas of work.

- Cross working to support the 'Major Trusts and Foundations' Fundraiser and the Fundraising Manager as required.

We are looking for a highly motivated self-starter who can develop this area of fundraising practice and actively contribute to the fundraising team's ambition of growing and diversifying income, unrestricted income and incorporating a whole team approach.

Main Responsibilities

Small trusts and foundations, and companies

1. Create a list of trust and foundations and send cyclical appeals and proposals to achieve agreed objectives and income targets.
2. Lead and produce bespoke high quality, well researched trust and foundation proposals for grants of under 10K a year to achieve agreed objectives.
3. Identify relevant statistics and research to develop an effective case for support for these fundraising approaches.
4. Research local companies and corporates and develop and implement a corporate mailing programme.

Individual giving

1. Responsible for developing and running the individual giving area.
2. Create/ update donations page on Spectra's website asking for single and regular gifts with clear propositions, amounts and targets.
3. Capture emails addresses on the website and build an email list.
4. Develop an email communication programme with a structured series of asks and updates.
5. Develop and lead a social media plan for individual giving.
6. Develop an appeal concept, test this across all channels, evaluate results and develop and run campaign plans.

Other fundraising duties

1. Deliver excellent stewardship and administration, ensuring written reports, applications, thank you letters are compelling, accurate and timely. At all times ensure compliance with Data Protection regulations.
2. Contribute to forecasting and regular reporting, internal planning and budget setting, producing verbal and written reports for senior management as required.
3. Produce and submit quality funding reports to meet deadlines, liaising with teams to ensure funder requirements are met and the evidence base for funding is strengthened.
4. Keep accurate and timely records of approaches, grants opportunities and funds received on the database.

5. Play an active role within the wider fundraising team and contribute to the development of fundraising strategies, campaigns, and donations to increase fundraising through all channels.
6. Maintain up-to-date knowledge of fundraising regulations, networks, and development across the sector, advising on best practice in relation to Trust fundraising.

Able unequivocally to respect, support, promote and work within LGBTQ+ and other diverse communities.

Other Duties

- To always adhere to Spectra policies and procedure.
- To ensure sensitive and confidential recording of information in accordance with the Data Protection Act and Spectra's Information Governance Policies
- Attend monthly formal as well as informal supervision, as requested, with the Fundraising Manager.
- Contribute positively to the life of Spectra.
- Engage in any other activities as relevant and requested by management.

Spectra standards

Equal Opportunities

Spectra has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

Health and Safety

Spectra is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality and Data Protection

Spectra is committed to maintaining protection of data and privacy of staff and clients. It expects all staff to handle individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access to information they are not authorised to have.

Systems

To use Spectra computers and other technology as directed to ensure their full and proper use and to undertake any necessary training.

Duties of this post will change over time and be reviewed and amended, as necessary.

Fundraising Executive - Person Specification

Criteria	Essential/ desirable
Qualification	
Educated to degree level or equivalent level of professional experience	Essential
Institute of Fundraising qualification or relevant experience	Desirable
Experience/ knowledge	
Demonstrable experience of raising a minimum of £50,000 per year from grants, including major gifts from charitable trusts and other funders	Desirable
Experience in creating bespoke proposals, and a rolling programme of approaches	Essential
Experience of researching prospective trusts and foundations and knowledge of both online and offline resources/ techniques	Essential
Experience of raising a minimum of £10,000 pr year through an individual giving programme and/ or campaigns	Desirable
Experience of supporting or managing significant fundraising appeals and/ or projects	Essential
Experience of using a funding contact database such as Donorfy, Raiser's Edge or Salesforce	Essential
Knowledge of current fundraising trends and current impact and evaluation methods	Essential
Background in health and wellbeing, community development or the voluntary sector	Desirable
Knowledge of equity, accessibility and inclusion issues, particularly as these affect minorities such as LGBT+, young people, people of colour, and sex workers	Essential
Skills	
Great people skills, able to build long term relationships with new and current funders and donors.	Essential
Strong IT and data management skills and confidence in handling personal, financial and confidential data	Essential
Excellent written communication skills and the ability to convey complex information and data in a compelling manner	Essential
Strong numeracy skills, including the ability to interpret and present financial information	Essential
Excellent organisational skills and ability to organise multiple pieces of work with meticulous attention to detail	Essential
The ability to understand how a not for profit operates and tailor applications to describe our work and our impact powerfully	Essential
Attributes	
Target driven and able to prioritise and work to deadlines – whilst also being able to react flexibly to opportunities or changing priorities	Essential

Professional and articulate, self-motivated and able to show initiative	Essential
Collaborative and enjoys working as part of a small team.	Essential

People with lived experience at any of the intersections in which Spectra works are especially encouraged to apply.