

Paid Role: Fundraising Officer

Three days per week during term time (36 weeks per year)

£27k FTE pro rata: 18 month fixed term contract

Home-based, UK



About us

At the Children's Book Project, we believe every child should have the opportunity to own books they love. We are a registered charity working with families, publishers, schools and community organisations to redistribute beautiful, high-quality pre-loved and surplus books to children who might otherwise have very few books of their own. Through schools, foodbanks, prisons, women's groups and other community partners, we have now gifted more than 2.5 million books to children across the UK.

We are currently experiencing considerable growth, fuelled by the impact of the cost-of-living crisis on families who are less able than ever to afford their own books, alongside growing awareness among book-buying families that their books can be given a meaningful second home. To meet this demand sustainably, we are strengthening our fundraising capacity and seeking an experienced and motivated fundraiser to help secure the income needed to support our long-term impact.

The Role

This is an exciting opportunity for a proactive fundraiser who enjoys both bid writing and relationship building.

Working closely with the Fundraising Manager, you will play a key role in securing income from trusts and foundations, supporting donor stewardship, and helping to grow community fundraising activity. You will contribute directly to the financial sustainability of the charity while helping more children gain access to books of their own.

The role is ideally suited to someone who is highly organised, a strong writer, and confident managing multiple fundraising activities simultaneously.

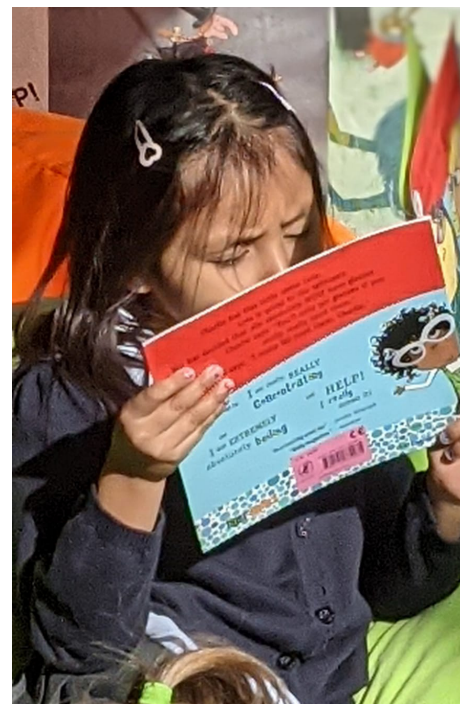
Key Responsibilities

Trusts and Foundations Fundraising

- Research and identify funding opportunities that align with organisational priorities.
- Prepare and submit high-quality grant applications and funding proposals.
- Develop compelling cases for support using impact data, evidence and storytelling.
- Maintain a pipeline of funding opportunities and manage application deadlines.
- Support grant reporting and funder stewardship activities.
- Build and maintain a library of funding resources, case studies and impact information.

Supporter Engagement and Stewardship

- Build positive relationships with donors, funders and supporters.
- Deliver timely and engaging donor communications.
- Ensure supporters receive appropriate recognition and feedback on the impact of their contributions.
- Support the development of donor stewardship and engagement activities.



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Key responsibilities (cont.)

Community Fundraising

- Support individuals, schools and community groups to raise funds for the charity.
- Coordinate fundraising initiatives, campaigns and challenge events.
- Develop fundraising resources and guidance for supporters.
- Help identify opportunities to increase unrestricted income through community fundraising.

Fundraising Operations

- Maintain accurate fundraising and supporter records using CRM systems, particularly Salesforce.
- Monitor fundraising activity and contribute to performance and impact reporting.
- Ensure compliance with GDPR, fundraising regulations and internal policies.
- Work collaboratively across the organisation to gather information required for funding applications and supporter communications or supporter engagement initiatives.

About You

You will have 2-3 years' fundraising experience in the charity sector, and will be ready to take on real responsibility within a fast growing literacy charity. You will be passionate both about our mission and by the opportunity to make a meaningful difference to children's lives.

Essential

- A self starter with experience in both event fundraising and successful grant writing (£1k-£10k).
- Excellent written communication skills and the ability to write persuasive funding applications.
- Strong organisational skills and the ability to manage multiple priorities and deadlines.
- Experience building positive relationships with donors, supporters or external stakeholders.
- Strong attention to detail and a commitment to producing high-quality work.
- Ability to work independently and with accountability while contributing effectively as part of a team.

Desirable

- Knowledge of the charity fundraising landscape.
- Experience of community fundraising.
- Experience using Salesforce or a similar CRM system.
- Experience developing donor communications or supporter engagement initiatives.

What We Offer

- Flexible, home-based working.
- A supportive and collaborative team environment.
- The opportunity to make a tangible difference to children's lives.
- A role with genuine responsibility and ownership.
- The chance to contribute to the growth of a dynamic and ambitious national charity.

Inclusion

The Children's Book Project is committed to building an inclusive and diverse organisation. We welcome applications from people of all backgrounds, experiences and identities, and we are committed to creating a supportive environment where everyone can thrive.

How to apply

To apply, please send a completed application form to tracy@childrensbookproject.co.uk.

Interviews will be conducted remotely via video conference. Successful candidates will be invited to attend an induction at our Book HQ in West London. Travel expenses will be reimbursed.