

Fundraising Officer - Grants and Events, £35k FTE, PR 25 hours per week, flexible and hybrid, plus opportunities for ongoing L&D and training for sector related qualifications

Background to The Upper Room

Since the 1990s, The Upper Room charity in Shepherd's Bush has been committed to supporting people in West London who are either homeless or in extreme poverty. From handing out soup and sandwiches from the back of a car way back in the early days to serving around 33,000 free, home-cooked hot meals a year from a commercial kitchen and eat-in dining room, The Upper Room (TUR) has come a very long way.

In our ambition to do even more for the homeless in our community, we have added more support services over the years, such as casework to help with pressing issues such as accommodation, employability, residency and benefits, along with on-site access to mental and physical health professionals. In addition, our unique, award-winning UR4Driving initiative enables people with convictions to obtain driving licences and employability support in return for 80 hours of community volunteering – breaking the cycle of re-offending and helping participants to make an exciting new start in their lives.

The Upper Room has vision, ambition and also the talent to keep growing its capability, and now has two new, exciting and challenging roles to share with its community (please also see our **Corporate Partnerships Account Manager** job). We are creating real 'make a difference' job opportunities for people who are as passionate as we are to make their own unique contribution to keep improving their community.

Role Purpose:

To create, manage and develop a portfolio of fundraising activities including grant applications and the management of traditional, annual TUR events so that the financial requirements of the charity are met.

Key Internal Relationships

(All TUR colleagues but primarily) Communities and Internal Admin Lead, TUR Project Managers, (PMs) Corporate Partnerships Development Officer (CPDO), CEO, TUR Events Committee (EC)

Key External Relationships

Grant Funders (prospective and existing), local community relationships and community associations, such as regular venue-hire partners, local sports/leisure clubs/interest groups

JD and Person profile

Grants & Trusts related activities

- Where possible, proactively create working relationships with a wide range of grant funders (this is not always possible as some prefer a purely transactional relationship, but we always try)
- Research, prepare and write compelling applications for funding to grant-giving trusts and foundations including major donors e.g. The National Lottery, Henry Smith Charity and Lloyds.
- Plan ahead for time-barring with repeat funders and the final years of multi-year grants
- Refer all applications to our retained external consultant and/or the CEO before issue. For applications that are purely online, retain a Word copy of responses to each question for the same review and for our files.
- Submit applications for project costs and core funding for one-off and multi-year grants.
- Prepare and deliver compelling presentations for both funders and sponsor/donor groups as required
- De-risk our pipeline by ensuring a broad spread of grant applications so that we are not over-reliant on large, single opportunities
- Research and maintain a steady pipeline of funding prospects
- Ensure all funders receive a prompt thank-you letter – whatever the outcome
- Maintain an up-to-date reporting schedule so that PMs have sufficient time to prepare any information you may require. Additionally, work with the PMs to help compile the required information to have up to date hard and soft, reportable outcomes, case studies and other materials for inclusion in fundraising bids and monitoring reports.

- Compose and submit monitoring and evaluation reports on time, in line with their specific requirements. Where these are online submissions, retain a Word copy as above for our files
- Keep accurate records of fundraising activities, money raised, applications and monitoring reports which have been submitted.
- Complete monthly reports to include, grant successes, pipeline additions, new applications, lost business analysis, any other relevant business such as monitoring reports.

Events related activities

- Organise and deliver the traditional programme of TUR fundraising events throughout the year e.g. Winter Lectures, Quiz Night, Bridge Afternoon, Book Swap and our charity stall at Green Days (Bedford Park Festival).
- Work with local donors and the CPDO to secure raffle prizes and sponsorships for all events, encouraging local businesses to undertake their own fundraising and challenge events
- Work with the PMs to ensure a volunteer pool that can support the smooth running of all events.
- Create proactive momentum with the EC to ensure a pipeline of ideas and plans to fully monetise each fundraising opportunity
- Work with the EC to draw up a potential list of speakers for the Winter Lectures.
- In conjunction with the CPDO create and maintain good relationships with local businesses for sponsorship, in-kind donations and encourage them to carry out their own fundraising initiatives on our behalf e.g. Chiswick Cheese Market and Marmalade Jewellery.
- Encourage supporters to sign up as a 'Friend' by committing to donate a regular amount each month/year (this will be a developing strategy to which you will be invited contribute)
- Prepare and present introductions to our work for group events

General

- Attend regular Team Meetings (during normal working hours) and Finance sub-committee (FinCom) meetings (usually 4 evenings per year), the staff away-day – usually on a Saturday in early summer) and the 'Green-Days' festival in Chiswick weekend – in early June (all events outside of usual working hours are considered as qualifying for TOIL)
- Ensure all practices meet relevant legislations including GDPR and are within scope of all TUR Policies
- Undertake any other duties commensurate with the post that may be required by your line manager/CEO.

Misc

- List and sell designer donations of clothing or furniture for sale via online platforms.
- Submit occasional applications and arrange collections of in-kind donations for beneficiaries e.g. winter coats, toiletries etc.

Person Profile

- You have a CV showing experience and a success record in a comparable role in a charitable organisation (or CIC/non-profit)
- Ideally living within our primary catchment area (W12 + c5miles, ideally with a good working knowledge of Hammersmith & Fulham, RBK&C, Brent, Ealing, Hounslow)
- A working understanding or an interest in issues such as homelessness and the criminal justice/ex-offender system
- Driving licence and use of car (with appropriate business insurance) for fundraising events (all business mileage fully refunded) .
- Maybe you don't feel you tick all the boxes or you feel the above profile is not quite you BUT you'd still like be part of our outstanding work, we would still LOVE to hear from you – **however the below points are our most important criteria:**

A passion for the causes we support, excellent interpersonal, communication and presentation skills, self-motivation, ownership, enthusiasm, an 'I can do this' attitude, an appetite to learn, willingness to support colleagues and be part of a 'we can do this' team