

Job Description

Job Title: Fundraising Officer: Grants & Foundations

Location: Remote

Reporting to: CEO

Salary: £41,771 FTE

Contract: 21 hours per week

About the Role

Welcare is a child and family support charity with a Christian foundation that delivers practical and emotional family support services in South London and East Surrey.

We are seeking a proactive Fundraising Officer to grow income from charitable trusts and foundations. This role will focus on research, bid writing, relationship management, and grant reporting to secure funding to support our mission to support children and families.

Working remotely as part of a collaborative management team, you will manage a portfolio of funders, develop compelling funding applications, and ensure excellent stewardship and compliance.

Key Responsibilities

1. Trusts & Foundations Fundraising

- Identify and research prospective funders aligned with Welcare's priorities.
- Develop tailored, high-quality grant applications, expressions of interest, and monitoring reports.
- Manage a rolling pipeline of small, medium, and large grant opportunities.
- Lead on multi-year and restricted funding applications where appropriate.
- Ensure accurate tracking of deadlines and submissions using eTapestry (Blackbaud's CRM/Supporter Management System)

2. Impact & Reporting

- Work closely with CEO, Head of Practice and Business Manager to gather data, case studies, and outcomes.
- Translate impact data into compelling narratives aligned with funder priorities.
- Support development of monitoring and evaluation frameworks to strengthen future bids.

3. Systems & Compliance

- Maintain accurate records and reminders on eTapestry.
- Ensure compliance with funder requirements and restricted income accounting.
- Contribute to fundraising strategy and income forecasting.

4. Digital & Remote Working

- Use digital collaboration and Office 365 tools effectively
- Participate in remote team meetings and planning or in person meetings if appropriate.
- Maintain regular communication in a fully remote environment.

Person Specification

Essential Experience

- Proven experience securing income from charitable trusts and foundations.
- Demonstrable success in writing successful grant applications (£10k–£250k+)
- Experience managing multiple deadlines and funding pipelines.
- Experience of impact reporting and working with monitoring data.
- Experience using CRM systems to track funder relationships.

Essential Skills & Knowledge

- Excellent written communication and persuasive storytelling skills.
- Strong research and analytical skills.
- Understanding of restricted funding and grant compliance requirements.
- Ability to interpret budgets and financial information.
- Highly organised with strong attention to detail.
- Confident working independently in a remote setting.

Desirable

- Experience of multi-year funding applications.
- Experience working within the charity or non-profit sector.
- Knowledge of trust and foundation landscape.
- Experience using fundraising databases
- Familiarity with outcome measurement frameworks (e.g., Theory of Change).
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Personal Attributes

- Self-motivated and proactive.
- Collaborative and relationship focused.
- Resilient and target driven.
- Values-led and empathy with the Christian ethos of Welcare's mission.
- Comfortable with digital communication and virtual relationship building.

To report to the CEO monthly and the Trustees where necessary.