

## JOB DESCRIPTION

- Post:** Fundraising Officer
- Working hours:** Full- or part-time (4/5 days per week)
- Salary:** £ 33,000 - £ 37,000 per annum full time equivalent (depending on experience)
- Contract type:** Permanent
- Line Manager:** Fundraising Manager- Trusts and Foundations
- Working with:**
- CEO & Clinical Director
  - Fundraising, Communications & Development Team
  - Clinical Service Leads
  - Clinical Administration Team
  - Monitoring & Evaluation and Research Teams
  - Finance and Resources Team
  - Trustees
- Location:** **Brent Centre (Laufer House)**
- Date closing:** **Open until post is filled**
- Interviews:** **TBC**

### **About the Brent Centre for Young People (BCYP)**

The Brent Centre for Young People is the leading mental health charity for young people in Northwest London, helping over 700 young people a year with a wide range of issues. We offer specialised treatment in the areas of depression, suicide prevention, tackling self-harm, eating disorders, exam anxiety and more. Our approach is rooted in psychoanalytic psychotherapy. We aim to reach significantly more young people in the years ahead, drawing on our heritage that combines specialist treatment in-house and outreach into communities. The Brent Centre is also an important Research Centre on Adolescent Breakdown and Adolescent Psychotherapy.

## **Fundraising at BCYP**

BCYP has historically been very successful in raising funds from non-statutory sources, particularly trusts and foundations, and is grateful to hold a number of established relationships with grant-makers. We work hard to ensure that we submit excellent, data-driven applications and evaluations. Until now, applications have largely been submitted by our Fundraising Manager- Trusts & Foundations, with occasional support from a freelance bid-writer. We now want to recruit a new member of the team, to help us to grow our income stream in this area and help us to steward these key relationships.

In this exciting newly created role, you will be responsible for helping to grow our income from grant-makers to design and promote funding opportunities, and to steward relationships with supporters through the giving cycle. We are looking for a fundraiser with at least three to four years of experience in identifying prospects and grant-writing, and who has experienced success in securing funds. Vitality, we want to recruit an individual who is as committed to Brent's vision, and who will work with us to help us be there for young people in the coming years.

## **JOB DESCRIPTION**

### **Purpose of the role**

- To raise and maximise fund from trusts, foundations, grant-giving organisations, and livery companies
- To research and identify new potential supporters
- To steward the support of key supporters, including through regular communications and events
- To work closely with and support Brent's Fundraising Manager- Trusts & Foundations, Head of Branding and Development, CEO & Clinical Director, Trustees and key staff in implementing Brent's fundraising strategy

### **Key Responsibilities**

#### *Fundraising*

1. To research and build relationships with new potential grant-making organisations
2. To update and collate key information for the case for support
3. To write and submit excellent applications to grant-making organisations
4. To assist with the implementation of the fundraising strategy, together with key colleagues
5. To support the preparation of bids for tender as and when appropriate

#### *Systems, Database and Team*

1. To comply with, promote and contribute to the development of the Centre's mission, policies, and procedures
2. To keep the pipeline of support and the fundraising database (Beacon) updated and accurate, and ensure that there is a coherent, rolling programme of applications, working closely with consultation with the Fundraising Manager- Trusts & Foundations and relevant clinical colleagues
3. To keep up-to-date on best practice and developments within the charity sector and particularly changes to fundraising regulations and codes of practice, and ensure that Brent is in compliance;

this includes guidance from the Fundraising Regulator, its Fundraising Preference Service, Institute of Fundraising, HMRC and Information Commissioner's Office

4. To attend weekly team meetings and regular meetings with the Fundraising Manager- Trusts & Foundations
5. To identify and follow through on personal training and development needs
6. To undertake any other reasonable activity in line with the responsibilities for the post and as requested by the Fundraising Manager- Trusts & Foundations, or other colleagues

#### *Stewardship, Communications and Monitoring*

1. To assist with evaluation and monitoring reports, and ensure these are of a high quality and are submitted on time
2. To steward the support of our funders, through regular updates, access to clinicians and invitations to events, and ensure they are thanked for their support
3. To work with the Monitoring and Evaluation team to ensure that relevant data can be communicated to funders – both soft and hard data
4. To assist in the preparation of fundraising materials, such as the Annual Review and donor updates, and to contribute information on the progress of fundraising work for Board reports, newsletters, and other communications
5. To ensure all donors' wishes are acted upon with regards to confidentiality and acknowledgment, either ensuring that donors remain confidential or that grants are noted in our materials

#### *General*

1. To carry out own administrative functions.
2. To comply with, promote and contribute to the development of the Brent Centre for Young People's mission, strategic development, service planning, policies and procedures.
3. To provide such additional support as the CEO may deem necessary, including attending meetings as the Centre's representative.

## PERSON SPECIFICATION

### *Experience and Education*

- Minimum **three to four years experience** in trusts and foundations fundraising

### *Skills*

- Ability to think innovatively about funding issues
- Excellent written skills, and an ability to articulate complex project information to funders
- Strong analytical and research skills
- Ability to understand funding guidelines and to tailor applications to funders' requirements and interests
- Excellent numerical skills and an ability to work with budgets
- Excellent organisational skills and an ability to work to deadlines
- Able to work methodically with a high level of attention to detail
- Able to work on own initiative and be a good team player
- High level of proficiency in the use of Microsoft products, online research and databases
- Ability to collate information to produce funder reports

### *Personal Qualities*

- Highly motivated, conscientious and committed to excellence and quality
- Excellent interpersonal skills with the ability to work as part of a team
- Self-driven, and able to work on your own initiative
- A respect for the importance of Brent's work, confidentiality of our patient relationships, and a commitment to our mission
- Commitment to work flexibly in accordance with the needs of the Centre; this may include very occasional evening or weekend work

*The tasks listed in this job description are not designed to be exhaustive and may vary from time to time according to the needs of the organisation. This document will be reviewed in consultation with the post-holder as the role and services provided by the organisation develop.*

*The Brent Centre is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

*All employees will demonstrate commitment to and actively promote Brent Centre's policy and procedures to value and respect diversity and inclusion in all aspects of their duties and working relationships.*

*All employees are required to participate in staff performance reviews and supervision and to make all reasonable efforts to attend training and staff development as identified and agreed.*