



Job description

Job Title: Fundraising and Partnerships Officer

Accountable to: Chief Executive Officer

Number of Hours: 14.5 hours (2 days per week)

Salary: £16,550 (£21.95 per hour)

Main purpose of Job:

To grow WSF's income by securing funding from grants, trusts, corporates and individuals, while building strong relationships with funders and partners. Responsible for producing high-quality fundraising applications and reports, strengthening the charity's visibility and impact through communications, and ensuring all fundraising activity is compliant, strategic and aligned with the organisation's community-focused mission.

Grant Fundraising

- Identify and secure funding from trusts, foundations and statutory bodies
- Write high-quality, compelling funding applications
- Build and manage a strong pipeline of funding opportunities
- Maintain relationships with funders
- Complete funding reports

Corporate & Individual Fundraising

- Grow income through one-off and regular individual giving
- Lead on crowdfunding campaigns including the Big Give
- Work with the CEO to engage corporate organisations, local businesses and individuals to generate support for West Silvertown Foundation

Marketing & communications

- Work with the CEO and project managers to engage and inspire funders and partners with relevant case studies and impact reporting.
- Work with the CEO and project managers to strengthen our visibility through our marketing and communications, including the use of social media accounts and e-newsletters.

Strategy & Compliance

- Work with the CEO to develop and deliver a clear income generation strategy aligned to organisational goals
- Track fundraising performance against targets and provide insight
- Ensure all fundraising is compliant with regulations and best practice
- Represent the charity externally with confidence and credibility

Other duties

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility involved. Such variations are a common occurrence. Excellent team working and individual personal development are key to WSF's success in delivering its business aims and objectives. Therefore, all staff are expected to have a flexible attitude in responding to new priorities and opportunities as they arise.

Person Specification

Description	Desirable	Essential
KNOWLEDGE AND EXPERIENCE:		
Proven track record of delivering against set income targets.		✓
Proven track record of success with securing 5-6 figure funding from trusts and foundations.		✓
Experience of developing and managing key stakeholder relationships.		✓
Experience of delivering successful individual donor programmes.		✓
Successful development and implementation of income generation strategies.	✓	
Good working knowledge of Microsoft Office.		✓
GDPR compliant practice.		✓
Understanding of prospect research processes.		✓
SKILLS AND ABILITIES:		
High levels of financial and numerical literacy.		✓
Excellent communication skills, written, verbal, presentational and public speaking. Able to listen and engage with stakeholders, staff and users individually with care.		✓
Excellent analysis and reporting skills, with the ability to identify and explore new and innovative ways of working.		✓
Ability to work 1 day per week from our community centre office at Britannia Village Hall, E16 1TU.		✓
ATTITUDES:		
Highly motivated and organised self-starter.		✓
Passionate about community development.		✓
A flexible approach to work, including the willingness to work evenings and weekends from time to time as necessary.		✓
Identify strongly with the values of West Silvertown Foundation.		✓