

Job Description

Fundraiser

Purpose: To generate income that meets the funding needs of Guy's Gift and contributes to the charity's financial sustainability. The post holder will work with the Operations Manager to identify and pursue fundraising opportunities, prioritising activity according to the organisation's needs, available opportunities and relevant deadlines.

Hours of work: Part time, 14 hours per week, worked over two days. Core hours are 08:30 to 16:30, including a one-hour unpaid lunch break each day.

Responsible to: The Operations Manager

Location: Home based, with travel across Coventry and Warwickshire as required.

General Duties and Responsibilities:

1. To work with the Operations Manager to understand the charity's funding needs and agree fundraising priorities and objectives.
2. To research, identify and assess funding opportunities, developing and maintaining a practical fundraising plan that takes account of potential income, likelihood of success, deadlines and the time required.
3. To research trusts, foundations and grant-making bodies and prepare and submit appropriate funding applications.
4. To maintain relationships with existing funders and identify opportunities for repeat, unrestricted and longer-term funding where available.
5. To identify and pursue corporate fundraising opportunities, including donations, sponsorship, partnerships and employee fundraising.
6. To develop relationships with businesses, community organisations and other potential supporters of Guy's Gift.
7. To identify and support suitable community fundraising initiatives and events, taking account of potential income, costs and resources required.
8. To contribute to larger funding applications and strategic bids, including multi-year funding opportunities, as agreed with the Operations Manager.

9. To work collaboratively with colleagues to gather information, evidence and budgets for funding applications, proposals and fundraising communications.
10. To prepare appropriate fundraising communications and proposals for prospective and existing funders and supporters.
11. To maintain accurate records of funding opportunities, applications, contacts, outcomes, anticipated income and reporting deadlines.
12. To monitor fundraising progress and provide regular updates to the Operations Manager, including income secured, applications in progress, anticipated decisions and emerging opportunities.
13. To complete funder reports and follow-up requirements within agreed deadlines, working with colleagues where necessary.
14. To ensure fundraising activity complies with relevant legislation, good practice, data protection requirements and organisational policies, and to uphold Guy's Gift's values and commitment to equality, diversity and inclusion.
15. To manage workload effectively within the available working hours, adapting activity in line with agreed priorities and changes in organisational funding needs, and to undertake any other duties reasonably consistent with the nature and grading of the post.

Salary: £11,180 per annum

Travel: The post holder will be required to travel across Coventry and Warwickshire to attend meetings, events and other activities relevant to the role.

Approved travelling expenses incurred in carrying out the duties of the post will be reimbursed.

Holidays: 25 days annual leave per annum (pro rata), plus statutory public holidays (pro rata).
Holidays must be agreed in advance with the Operations Manager.

Guy's Gift Terms and Conditions of Employment including Grievance and Disciplinary Procedures will apply.

Supervision and Performance Review: The Guy's Gift staff development policy will apply to this post and will include: -

1. Induction
2. Ongoing training and development
3. Regular supervision meetings
4. Probation review at 3 months.

The duties and responsibilities outlined above are not exhaustive and may be amended in consultation with the post holder.

This role can be applied for by completing the Guy's Gift application form. *A CV and covering letter alone will not be accepted.* This can be sent either by:

- emailing us at info@guysgift.co.uk
clearly marking the job you are applying for in the email subject
- posting your application. Please address this to:

Lisbeth Potter - Operations Manager
Guy's Gift
Chandos Business Centre
87 Warwick Street
Leamington Spa
CV32 4RJ

The closing date for applications is midday on Wednesday 11th November 2026.

Please ensure that your application will reach us by the advertised deadline.