



Job Description

Job Title: Fundraising Officer (Trusts)

Reporting to: Head of Fundraising

Salary: £16,800 (£28,000 FTE)

Contract: Permanent, 3 days per week (or 22.5hrs per week on another agreed working pattern)

Location: Hybrid, at least one day per week in a Power2 office (London or Ashton-under-Lyne)

Annual Leave: 25 days paid holiday each year (pro-rata)

Background

Power2 is a fast growing and energetic children and young people's charity that has supported 27,000 young people since 2001. We are based in the North West of England and London and deliver early-intervention asset-based programmes to children and young people who have mental wellbeing challenges and are disengaged from school and more widely. We are well-known for our accredited Teens and Toddlers programme and its variations focusing on mental health, school transitions and physical activity, and are supporting young people via Power2 Rediscover, an intensive 1:1 wellbeing programme.

We're committed to equality and operate within a culture and structure that recognises diversity and strives to be fair.

We have an opportunity to join our Fundraising Team as Fundraising Officer, raising the funds that enable young people to benefit from our life-changing programmes.

The successful candidate will play a crucial role in growing an already established Trusts and Foundations income stream and will be responsible for writing applications to and managing relationships with small and medium grant-makers (giving up to c.£10k). You will have the autonomy to manage your own portfolio of new and existing funders, with support from the Head of Fundraising. You will also support the wider Fundraising team with research needs, identifying new sources of funding from a range of channels, and will have the opportunity to be involved in the development and growth of new areas of fundraising.

Responsibilities

Income Generation and Account Management

- Deliver against agreed activity and income generation targets
- Write high-quality, persuasive funding applications to trusts and foundations giving up to £10,000, as well as bids for small grants from organisations such as local authorities and housing associations
- Develop compelling and accurate reports to funders that satisfy grant terms and conditions and position the charity well for securing further funding
- Seek and collate the necessary information for applications and funding reports (outcomes data, budgets, case studies), working collaboratively with Fundraising colleagues and wider Power2 team
- Cultivate and manage relationships with funders, with support from line manager and in line with agreed stewardship plans, to include facilitating project visits where appropriate
- Contribute to the growth of Power2's fundraising income through the development of new areas/methods of fundraising

Collaborative team working

- Undertake prospect research for the Fundraising team, under instructions of line manager, identifying potential funders and contributing to a robust pipeline to deliver continued income
- Ensure all data relating to own portfolio of Trusts and Foundations is logged in the CRM system (Salesforce) and that all relevant submissions, contacts and actions are accurately and systematically recorded
- Contribute to the process of collating narrative and data into a 'Narrative Bank' that is used across the organisation
- Support with fundraising cultivation events as required

Working Relationships

- **Internal:** Work closely with Fundraising colleagues to support successful income generation. Liaise with programme delivery staff, including senior management, to secure resources that support successful applications and meet organisational goals. Work as part of the wider team to ensure delivery of the charity's strategic goals. Provide cover for colleagues where necessary.
- **External:** Trustees of smaller grant-making bodies, trust administrators

The above list is not exclusive or exhaustive and you may be required to undertake such other duties as may reasonably be required.

Person Specification

Required

- Excellent written and oral communication skills
- Ability to collate and distil information from a range of sources, including internal and external data and real-life stories, and use it to create compelling content tailored to different audiences
- Experience of writing persuasive, succinct copy with excellent grammar and spelling
- Strong research skills, and the creativity and resourcefulness to identify potential opportunities
- Highly numerate and data-literate
- Project and time management skills, with an ability to work collaboratively across an organisation towards best possible outcomes and to deadlines
- Thorough knowledge of relevant MS Office programmes
- Commitment to safeguarding practices and procedures
- Commitment to ensure that equality issues are identified, promoted, and managed in all areas of your work
- Ability & willingness to travel as required
- A satisfactory Disclosure and Barring check (DBS) enhanced level (undertaken after job offer made)

Desirable

- A track record of successful income generation within a fundraising environment, ideally in trusts and foundations
- Experience of stewarding and cultivating relationships with external stakeholders
- An understanding of the challenges faced by children and young people experiencing socio-economic disadvantage

Power2 reserves the right to amend the job description in line with changing organisational needs.