



Iswe Foundation: Fundraising Officer (Trusts and Foundations) Job Description

Location: Remote (UK based)

Salary: £26,000-32,000

Reports to: Head of Fundraising

Length of contract: part time to full time, 12 month contract with intention to make permanent

A NOTE ON REPRESENTATION

We know that building a team representative of wider society fosters creativity and innovation. **We welcome people of all backgrounds, identities and experiences** and are committed to being a place where all belong. We therefore particularly welcome applications from candidates who are disabled, Black, Asian or from other minority ethnic backgrounds, who identify within the LGBTQIA+ community, or identify as from a lower or disadvantaged socioeconomic background as these groups are currently under-represented on our staff team.

MAIN PURPOSE OF POST

Iswe is a social impact foundation dedicated to finding ways to put people at the heart of social and political decision-making to solve some of society's greatest challenges.

We are looking for a Fundraising Officer to play a pivotal role in securing the financial resources needed to support our innovative work in making political systems fit for the future. The Fundraising Officer will nurture relationships with existing and prospective donors, particularly to increase donations from trusts and foundations.

This role primarily involves supporting Iswe's leadership with key fundraising reporting and administration and secondarily with communicating with existing and prospective donors. The ideal candidate will have both skill sets and be eager to further develop their skills and experience with a rapidly growing and global organisation.

The post holder will help to ensure that the activities for which funds are sought are impactful, and measurable. The post holder may also be required to help organise, and attend, fundraising events with the purpose of relationship building, nurture and networking.

The post holder will develop and maintain both internal and external contacts and will need to develop a thorough understanding of Iswe's work, business plans and strategic priorities.



DUTIES AND KEY RESPONSIBILITIES

Fundraising

- Support the implementation of a trusts and foundations programme, with a view to increasing funding for flagship projects alongside core unrestricted funding.
- Manage the reporting and administration of existing grants, advising relevant members of the team well in advance of reporting deadlines.
- Assist with the organisation of fundraising events as required.

Information Management, monitoring and evaluation

- The post holder will ensure appropriate means of monitoring and evaluation are established in order to feed into the fundraising team's KPI's.
- Use the fundraising database to analyse the success rates to support the fundraising strategy.
- Keep-up-to-date with new fundraising opportunities.
- Take responsibility for ensuring that up-to-date records of all contacts are maintained on the fundraising database.
- Work with the Finance team to ensure that all donations are quickly and correctly processed and acknowledged and that financial reports are available in the appropriate format.

Contact and liaison

- Act as the primary point of contact (via email and telephone) for all existing and potential funders, directing enquiries as appropriate.
- Work closely with key internal stakeholders, both to understand and be able to package up their work into clear compelling content for all proposal, reporting and stewardship documents.
- Manage relationships with external suppliers, including seeking quotes for printing of our publication materials, liaising around print deadlines etc.

Other

- Manage the relevant administration that accompanies this role, including booking meetings and taking minutes
- Play an active role as a member of the Iswe team, supporting each other as required.

ESSENTIAL SKILLS/EXPERIENCE

- At least 3 years relevant experience in the non-profit sector.
- Experience of creative proposal writing combined with the ability to demonstrate clear outcomes and impact



- Excellent communication skills: proven ability to form good working relations, both internally and externally, including representing Iswe to foundations, high net worth individuals and stakeholders.
- Excellent written and verbal communication skills with good copywriting and proofreading ability
- Time management skills: the ability to prioritise and meet deadlines is key
- Experience of preparing, manipulating and presenting budgets
- Good research skills with experience of identifying quality new fundraising leads
- Passion for Iswe's mission and dedication to its continued success.
- Ability to work on own initiative and to meet objectives and tight deadlines under pressure
- Excellent IT skills with a high working knowledge MS Office, Google Drive etc

ABOUT ISWE

We believe that many of the crises we face today - health, climate, the cost of living etc - are symptoms of failing governance structures, and that putting people in the driving seat of decision-making will transform our futures for the better. Our current strategy focuses on innovations around citizens' assemblies (and similar deliberative processes), public services and the relationship between politicians and the communities they serve.

Our team has decades of experience in democratic innovation. Recent projects include [Global Assembly for COP26](#), [Good Help](#) and [The Future Armenian](#). Iswe is a fast-growing foundation, dedicated to empowering citizens to play a leading role in the decision-making that affects their lives.

Our work is founded on strong values, including openness, transparency and humility. We believe that when 'I' (an individual) becomes 'we' (part of the collective), the results are transformational. We are actively working to build a healthy culture, rooted in care and characterised by being self-organising and self-reflective. We are committed to addressing the dynamics of oppression in ourselves and our work.