



Job Description

Fundraising Officer

Contract Type:	Permanent
Hours:	Full-time (<i>open to part-time and flexible hours</i>)
Location:	Remote working with multiple meetings per month in Barking & Dagenham
Salary Range:	£26,000 - £34,000 PA depending on experience
Annual Leave:	25 days per year plus Bank Holidays
Probation Period:	Three months
Reports to:	Fundraising Manager

Barking & Dagenham Giving, an independent grant-making charity, has created a new role to support our fast-growing fundraising team with grant applications and income generating activities that put valuable resources where local people tell us they matter most.

BD Giving is a small team of progressive and passionate people. Over the past two years we have facilitated £250,000+ in grant distribution and piloted an innovative £900k community-led endowment fund through participatory approaches that have inspired other funding bodies. Our work is about shifting decision-making power into the hands of people who are disadvantaged and disenfranchised.

We are looking for a self-starter who can follow through on the opportunities that will put more funds and resources back into the community. This can be an opportunity for someone new in their career who is curious and committed to learning. If this is you, then we would be interested in working with you on a full time basis. This can also be an opportunity for a seasoned fundraising professional who is interested in our radical approach to social change. If this is you, then we would be interested in working with you on a part time basis. We can be flexible with hours.

In this role you will conduct prospect research, follow leads and develop grant applications. You will also attend network meetings to stay abreast of funding requirements and resource gaps within the borough's wider social sector and identify opportunities for collaboration and joint funding bids. Therefore, your ability to listen and connect will be just as important as your ability to write a proposal and tell a story.

We do not currently have a permanent office space, so any work not done on-site is likely to be

working from home.

Main Responsibilities

Fundraising

- Maintain ongoing market and prospect research and networking activities to ensure up-to-date knowledge and awareness of relevant funding opportunities
- Support the development and submission of grant applications, initiating input as required from Programme staff
- Manage own time effectively and work strategically to meet deadlines
- Liaise with staff, service-users and other stakeholders to gather programme data, including case studies and testimonials for grant reporting
- Act as a point of contact for funders, strengthening relationships through appropriate communication, timely progress reporting and other opportunities for engagement with the charity's work – including BD Giving's events and symposiums
- Ensure that grant fundraising activities reflect fundraising best practice standards and uphold the integrity and core values of BD Giving

General

- Update and manage the Fundraising team's use of Salesforce
- General administrative support for the Fundraising Manager
- Sundry duties reasonably required by more senior members of staff
- Attend and participate in team meetings and other meetings as required

Person Specification

Essential

- Passionate about promoting collaboration, inclusion, equality & diversity
- Outstanding written and verbal communication skills
- Keen eye for detail and ability to draft error-free proposals
- Target-focused, with a strong planning and organisational ability
- Flexible, 'can do' attitude, able to take responsibility for funding proposals using own initiative, creativity and problem-solving skills where needed
- Good research skills
- Good numerical skills and confidence in interpreting financial information
- Computer literacy (Microsoft Word, Excel, Outlook, PDF, PowerPoint and CRM/database products), using templates, formatting, house style and branding
- Conscientiousness in maintaining electronic information records with due consideration of confidentiality and GDPR regulations
- Effective in both lone working and as part of a team

Desirable

- Familiarity with the UK & Greater London grant funding landscape
- Experience organising fundraising events
- Experience working in the charity / not for profit sector
- Educated to degree level
- Interests in developing skills and knowledge in community engagement & social

change

Benefits

- 5% employer pension contribution
- 25 days annual leave + Bank Holidays and Christmas closure
- Ethical Pension contributions
- 3 days volunteering leave
- Opportunities for formal and informal training
- Opportunities to collaborate with colleagues in other local organisations, including the council and community groups
- Flexible working, largely from home
- Cycle to work scheme
- IT equipment provided

How to apply

Please send:

- Your CV
- A covering letter using the person specification as a guide to outline your experience

in PDF format to Kate@bdgiving.org.uk, citing "Fundraising Officer" in the subject of the email.

If you have any questions about the role or want to arrange an informal chat, we encourage you to get in touch with Kate.

Deadline for applications: 25 April 2022

Candidates must have the right to work in the UK. We are not able to sponsor visas.