

Fundraiser / Funding Officer / Grants & Trusts Fundraiser

Salary:

£23,000 - £25,000 p.a. pro rata

Contract Type:

6 month fixed term contract

Hours:

1 day per week

Location:

Flexible / home-working with some travel to Head office in Bristol (BS2) as required

Closing Date:

Tuesday 24th January 2023

The Role:

This is a great opportunity for a Fundraiser/Funding Officer/ Grants & Trust Fundraiser to work for a Bristol charity on a 6 month, fixed term contract.

You will be a Fundraiser who is able to write compelling and well formatted documents to submit for funding proposals and grant applications. You will also be responsible for researching new funding opportunities and gathering information from colleagues to support the applications.

Initially, this will be support one particular focus of the charity (debt relief) but this will likely grow to cover other existing areas, including the Food Bank and Children's Clothes, Toys & Equipment Store, as well as new opportunities.

Home and flexible working:

We will accommodate flexible working hours. The office is based in BS4 but we are happy to facilitate some home working/remote-working.

Responsibilities include:

- Research and identify new funding opportunities through trusts, foundations and other grant-making organisations
- Draft funding proposals or grant applications
- Work with colleagues to develop proposals
- Manage the complete bidding process from beginning to end
- Maintain accurate records of funding applications, analysing and reporting on success rates
- Coordinate systems and collate data to evaluate the overall impact of the Centre to enable reporting
- Use impact reporting, data and case studies to strengthen proposals and support new funding applications
- Support colleagues with data collection, systems and processes and help them to evaluate individual services or projects

Skills and Experience required:

- A high standard of written English
- IT Literate with excellent formatting / document design skills
- Strong numeracy skills with the ability to understand and analyse financial information and data and present it in an accessible way
- Analytical with strong research skills
- Methodical with good attention to detail and capable of project managing proposals and working to tight deadlines
- Experience of producing and managing written or online funding proposals or grant applications with successful outcomes
- Strong interpersonal skills and the ability to build strong relationships

How to Apply:

- Please submit a covering letter with your CV, both of which should highlight your most recent and most relevant experience.

Contact Person:

Liz Nixon

Contact Email:

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