



## Job Description

**Job Title :** Fundraising Officer

**Contract Duration:** Six month Temporary role, to be reviewed at the end of the six months.

**Salary:** £100 / Month

**Hours:** one day a month (8 hours a month).  
(Hours may be increased subject to a review of the success of the role)

**Location:** Home based role.

**Closing Date:** 30<sup>th</sup> April 2017. Early applications are encouraged and we reserve the right to close this vacancy early if a suitable candidate is found before the advertised close date is reached.

### **The Charity:**

Incredible Kids is a charity that provides a life-line to children and young people with additional needs and disabilities and their families. Based in the Bristol area, the charity runs play and support sessions for families.

### **Job Summary**

Incredible Kids is looking for an experienced fundraiser to develop and support the charity in increasing its fundraising. We need someone with a proven track record in researching, collating, preparing and submitting multiple grant/funding application forms along with strong monitoring and evaluation skills. You must possess a high level of written English with well-developed communication skills as you will be prospecting, building and maintaining relationships with funders and funding bodies. The role will be focussed on securing the core funding required to operate the charity.

### **Key responsibilities:**

- You will develop our current contacts and create new funding opportunities.
- Identify and research new trusts, foundations and institutional funding opportunities.
- Develop compelling cases for support, writing tailored applications for submission to trusts and other funding bodies.



- Submit timely reports to trusts and other donors to meet their monitoring and evaluation requirements.
- Build and maintain long-term relationships with new and existing funding/grant making organisations.
- The role may include organising fundraising events.
- Use social media to encourage fundraising and donations to Incredible Kids.
- Review fundraising applications drafted by other volunteers at Incredible Kids.
- Work closely with trustees to help develop and implement a fundraising strategy.
- Develop a deep understanding of the work of the charity to ensure that fundraising priorities are understood.

### **Person Specification**

#### **Essential:**

- Proven experience and a recent track record of success in raising funds from trusts, foundations and institutions.
- A good knowledge and understanding of the voluntary sector funding environment and available income streams.
- Time management skills
- Organisational skills
- Efficiency
- Deciding when best to ask funding places for funds towards our general costs or for some specific projects.
- Ability to work autonomously from home and ask for guidance where needed.
- Knowledge of event organising.
- Strong communication and interpersonal skills with the ability to clearly convey concepts and inspire others to contribute financially procedures.
- Excellent IT skills including MS Word, Excel, Outlook and Powerpoint.
- Knowledge of the use of social media to encourage donations and fundraising.
- Ability to accurately document and communicate our needs to others.
- Understanding what is necessary to deliver a high quality service to supporters and fundraisers
- Passionate about Community Fundraising,
- Open to looking at new income streams.
- Financially literate with the ability to produce and understand budgets
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- Able to work as part of a team through face to face meetings, phone conversations and electronic communication.
- Be proactive and passionate about achieving results for the charity.
- Excellent time management skills with the ability to prioritise own workload, deal with conflicting demands and work under pressure to meet tight deadlines with very little direct supervision.

**Desirable:**

- Community and corporate fundraising experience
- From a marketing background.

This role will offer the successful candidate an exciting opportunity to work in a supportive working environment with lots of potential for learning and development.

To apply for this role please send a CV and a supporting statement of up to two pages explaining how you feel you meet the job description and person specification for this role to [contact@incrediblekids.org.uk](mailto:contact@incrediblekids.org.uk)

The closing date for applications is 30<sup>th</sup> April 2017. Early applications are encouraged and we reserve the right to close this vacancy early if a suitable candidate is found before the advertised close date is reached.

**Thank you for your interest in working for Incredible Kids**