



Job Description

Post Title: Fundraising Executive

Summary: To include all aspects of fundraising: trust and grants, corporate and event fundraising

Salary: Minimum starting salary at £37,500 pro rata dependent on experience, to be reviewed after 6 months.

Hours of work: 30 hours per week, 4 days

Location: Hybrid position
Travel will be required within North West Leicestershire.

Responsible to: Charity Chair

Responsible for: Part-time fundraiser (working 2 days per week)

Leave: 25 days per year plus Bank Holidays pro rata

Purpose

To generate income for Bright Hope in North West Leicestershire to meet the growing needs of the charity. As a key member of the team, you will work collaboratively, to achieve the charity's annual funding budget - currently set at £300k for 2024 and £400k for 2025. The post holder will be responsible for the generation of restricted and unrestricted income to meet this budget. This will involve applications to trusts and grant providers and working with the Charity to develop an annual fundraising plan and implement actions as required. The fundraiser will work within our new Corporate Champions Scheme to encourage and enable local companies to support us financially. We have an active and effective fundraising team of volunteers with whom you will work closely.

Responsibilities

Trusts and Grant Making Organisations

- Source funding streams for restricted and unrestricted funding as required
- Develop and submit tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations



- Develop a strong portfolio of funding sources through research, and establish / maintain good relationships with sources
- See all trust fundraising activities through to completion, preparing all necessary reports for external and internal use.
- Produce and submit all relevant reporting information in partnership with the charity's trustees and treasurer

Corporate Champions

- To develop a planned strategy to work with as many local companies as possible in order to secure regular support to meet the charity's financial requirements into the future.
- To introduce and have regular contact with any companies previously contacted to join the Corporate Champions scheme.
- To meet new companies and introduce the charity to them with a view to obtaining further company support.
- To develop the Corporate Champions scheme further

Reporting

- Update on progress of grants and trust fundraising activity
- Maintain an up to date pipeline of all existing applications, awarded, declined and potential funding.
- To provide the Charity with detailed monthly reports
- To maintain a database of funders including outcomes
- To report back to providers on grants and trusts awarded as required

General

- Contribute new ideas for fundraising and identify suitable new fundraising initiatives
- Participate in the day to day work of the charity – such as attending team meetings and trustees meetings as required, taking a flexible approach to general administration and support tasks



- The post holder will be required on occasion to work outside normal working hours to attend meetings and presentations and any other occasions when your professional attendance is required.
- The post holder will be required to ensure that any data systems under their control are kept secure and properly managed.
- To act as an ambassador for Bright Hope in North West Leicestershire at all times.

Note:

This job description does not form part of a contract of employment and exists to give an indication of the duties and responsibilities that the post may currently involve. The exact nature of the duties and responsibilities may be subject to change over time and the post holder will be expected to carry out any work that is commensurate with their position that may reasonably be required of them.

This position will require the post holder to undertake an enhanced Disclosure and Barring check (DBS).