



Fundraising and Grants Officer

Due to recent growth of Action Foundation an opportunity has arisen for a Fundraising and Grants Officer. Working with the Head of Trust Fundraising and our Communications and Events Co-ordinator, you will help diversify our income sources to enable the charity to continue its growth. The role will provide administrative and co-ordination support for all activities in the fundraising area, assist in securing funding, as well as growing and strengthening relationships between Action Foundation and its donors/supporters.

Action Foundation provides free English Language classes to migrants across Tyne & Wear and through our Housing projects aim to ensure that no asylum seeker or refugee becomes destitute in the North East. We also are looking to engage and support refugees and asylum seekers at the earliest possible opportunity through our soon to be developed weekly Drop-ins. It is an exciting time to join Action Foundation as we seek to extend our reach, develop our effectiveness, build our sustainability and increase our influence over the next four years.

The successful candidate will demonstrate their experience in providing fundraising support and co-ordination, be an excellent team player as well as equally able to work alone. They will have excellent organisational and communication skills and ideally experience of working within the voluntary sector with a wide variety of stakeholders. The successful candidate will support the ethos and values of Action Foundation (<https://actionfoundation.org.uk/ethos/>)

A full Job Description and application form can be found below.

For further information about the project and charity go to www.actionfoundation.org.uk

Application deadline is 9am Wednesday 13th March 2019

Interviews will take place on Wednesday 27th March 2019

Completed applications to be sent to nikkimcann@actionfoundation.org.uk or posted to:

Nikki McCann
Action Foundation
The CastleGate
Melbourne Street
Newcastle upon Tyne
NE1 2JQ

Job Description –

Job Title:	Fundraising and Grants Officer
Responsible to:	Head of Trust Fundraising
Responsible for:	Developing and Supporting a range of Fundraising Activities & Opportunities
Organisational Context:	Action Foundation is an award-winning charity that provides opportunities for marginalised people to overcome their isolation and exclusion by providing free accommodation for refused asylum seekers (Action Housing, Hosting and Access projects), short-term supported accommodation for those with refugee status (Action Letting) and community ESOL classes (Action Language).
Job Purpose:	To support the development and successful implementation of a range of fundraising activities across a diverse fundraising portfolio. To work closely with the Head of Trust Fundraising and with the Fundraising, Partnerships, Communications and Events Team
Time Commitment:	35 Hours per week
Salary Scale:	£19,849 - £24,122 per annum depending on experience + 6% pension
Contract:	Permanent subject to satisfactory 6 month probation period
Location:	The CastleGate, Melbourne Street, Newcastle upon Tyne

Duties and Responsibilities:

Trusts & Foundations:

Undertake regular prospect research using a variety of methods to identify potential funding streams and prioritise opportunities based around organisational need and funding criteria/deadlines

Support the Head of Trust Fundraising in the preparation of high-quality bids

Take responsibility for compiling smaller funding bids (£10-15k) in support of bespoke work initiatives

Maintain and manage effective electronic and paper-based records and filing systems in support of all fundraising duties

Manage the post-decision administration process for all Trust funding applications. You will:

- Log outcomes & draft e-mail responses / letters

- Update spreadsheets
- Set up and service post-award internal meetings and six-monthly reviews of progress
- Produce monthly data/management information reports
- Ensure all relevant paperwork is completed to a high standard and in line with deadlines / T&Cs
- Help establish appropriate recording/reporting mechanisms in line with reporting requirements

Support the development of outcome monitoring and impact analysis across our fundraising and service delivery functions

Take responsibility for drafting reports for all major Trust grants, working closely with Head of Trust Fundraising and Project Managers to ensure that these are produced in a timely manner and to a high standard

Work closely with project teams, volunteers and beneficiaries to obtain and write up case studies as well as record and monitor results against agreed outcomes

Community Fundraising and Awareness Raising:

Assist in the planning and delivery of community-based fundraising and awareness raising events as well as beneficiary involvement initiatives, in support of the Communications and Events Co-ordinator

Support the development of a rolling programme of community fundraising initiatives including the production of materials that support our community 'champions'

Assist in the preparation of mail-shots, social media posts and digital marketing to raise awareness of services and the opportunities to support the organisation financially

Support the development and successful implementation of our 10th anniversary fundraising campaign/s, and any future initiatives

Support the analysis of (individual and corporate) donor journeys and ensure that we utilise this information to maximise donor engagement and support

Perform accurate, reliable and consistent data entry and administrative support

Legacies:

Support the development and delivery of an effective legacy-giving campaign

Corporate Support:

Help develop stakeholder relationships via social media and face to face

Support the development and implementation of a rolling programme of corporate engagement in line with fundraising priorities and emerging opportunities

General:

Ensure work is completed to a high professional standard and in accordance with relevant Action Foundation policies and procedures

Attend appropriate regional training and networking opportunities, internal one-to-one supervision meetings and contribute actively to weekly/monthly team meetings as part of the wider Action Foundation workforce

Represent the organisational ethos and values to supporters and stakeholders

Carry out any other reasonable duties as may be requested by your line manager or CEO

Personal Specification/Key Competencies

Knowledge/Experience:

Action Foundation is looking for applicants who can evidence working in the following areas:

- Experience of developing and delivering successful fundraising activities across a broad fundraising portfolio (essential)
- Experience in fundraising, sales, supporter development or events (essential)
- An understanding of the high value of individual and corporate supporters and the basic principles of supporter/donor care (essential)
- Practical experience of using fundraising databases and/or Access (desirable)
- Good financial understanding and the ability to analyse, manipulate and present financial and other data (essential)
- Ability to plan and deliver against targets (essential)
- Ability to prioritise, multi-task and work well under pressure (essential)

Skills/Abilities:

In addition to the above we want applicants to provide examples as to how they satisfy the following criteria:

- Able to use own initiative to solve problems (essential)
- Familiar with O365 computer software (essential)
- Excellent written and verbal communication skills (essential)
- Excellent administration skills (essential)
- Strong interpersonal skills (essential)
- Good organisational and planning skills particularly in time management (essential)
- Work well in a team (essential)
- Co-operative approach to working with other agencies, to maintain strong, positive partnership working (essential)

Other:

- A genuine desire to support people seeking asylum and refugees (essential)
- Commitment to upholding and promoting vision and values of the organisation (essential)
- A full driving licence and use of own car (desirable)