

Job description

Purpose of the job:

To be responsible for all fundraising activities and to raise the profile of The Family Haven.

Primary accountabilities:

- Coordinate an annual Fundraising strategy.

- Be responsible for securing funding by:

Seeking appropriate trusts and applying to them

Applying to local companies

Supporting activities and events organized by others

Seeking new ways of gaining funding

- Keep accurate records of applications, progress reports and maintain all required paperwork (both physical and digital) and know when they may be repeated.

- Attend regular finance meetings with Treasurer, Trustee for Fundraiser strategy and Centre manager.

- Submit monthly reports to the trustees

- Produce monitoring reports for funders

- Collect and record data, (details of funding applications, results, dates for reapplication and all details of donors and supporters. This list is not exhaustive.) Using The Family Haven systems.

Other accountabilities:

- Uphold the values and aims of The Family Haven

- Being mindful of the priority of fundraising, take appropriate opportunities to raise the local profile of The Family Haven.

- Contribute updates, news and articles to the social media appointed colleague.

- Contribute to the annual review and regular newsletters.

- Complete correspondence, including thank you letters and acknowledgements.
- Undertake any additional training to enhance the development of the service, the performance of duties and own professional development.
- Carry out any other duties necessary to assist in the fulfilment of the post.
- Maintain strict confidentiality regarding all matters relating to staff and others attending The Family Haven. This will require the signing of a non-disclosure form to safeguard our clients.
- Follow the colleague code of conduct.
- Support The Family Haven Outreach programs.
- Collection, management and distribution of collection tins.
- Coordinate volunteers and support fundraising events (Christmas market/snowdrop teas etc.)
- Organise donations.
- Manage the corporate Family Haven website.
- Present talks and information sessions to other organisations to promote the work of The Family Haven.

Job Type: Part-time

Part-time hours: 21 per week

Salary: £15.52 per hour

Benefits:

- Casual dress
- Discounted or free food
- Flexitime
- On-site parking
- Sick pay

Schedule:

- Flexitime
- No weekends

Ability to commute/relocate:

- Gloucester: reliably commute or plan to relocate before starting work (required)

Experience:

- Fundraising: 2 years (required)