

Bishop's Stortford Youth Project

Job Description



Job title: Charity Fundraiser
Reporting to: Operations manager

Who we are

Bishop's Stortford Youth Project Ltd (BSYP) is a local charity working in partnership with Hertfordshire County Council and Community Church Bishop's Stortford. The charity operates under the trading name of the Thirst youth café.

Founded in 2014 as a response to the need of the town, Thirst is now staffed by a growing team of passionate youth worker volunteers who combine creative skills and a commitment to young people.

What is important to us

We want to engage with young people and the youth culture of Bishop's Stortford, build them up and celebrate their successes in a safe and free environment. We want to stand by them and encourage them in their own personal development - to learn new skills and bring positive change to their communities.

Hours

Part time contract for 6 months, 15 hours per week with 10 days holiday entitlement per annum. Overtime will be given as time in lieu and agreed in advance with the Operations manager.

Dates

Closing date: 1st September 2017
Interviews: w/c 11th September 2017
Start Date: 1st October 2017
Salary: £8,000pa

Purpose of role

To oversee all fundraising strategy, applications and activities in order to secure funding for project work and organisational costs.

Specific tasks

Trusts and Grant-Making Bodies

- Manage the identification and collaboration of trusts and foundations that have not previously supported the work of Thirst.
- Write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations.
- Build on relationships with existing trust supporters, write reports to meet deadlines and submit further applications for funding.
- Develop and maintain reports of actions, ongoing leads, and results.

Communications

- Contribute information where needed for the Annual Review and newsletters.
- Ensure the website, fundraising and communication information is kept up to date.

General Fundraising

- Play a leading role in the development of Thirst's fundraising and communications strategy and action plans.
- Contribute new ideas for fundraising and identify suitable funding initiatives.
- Participate in the day to day work of the organisation - such as attending trustees meetings as required, and taking a flexible approach to general administrative and support tasks.
- Manage a thirst database, ensuring that all records are up to date including contacts and correspondence. Represent the work of Thirst at events to members of the public and supporters, delivering presentations where necessary.
- Participate in appropriate training for the role.

Personal Specification

Experience

- Demonstrable ability to develop relationships.
- Experience of researching.

Skills

- Excellent written skills with the ability to produce concise and persuasive writing.
- Very high attention to detail.
- Demonstrable ability to plan and prioritise one's own workload with little supervision.
- Excellent communication and presentation skills required to build relationships with potential funders.
- Ability to demonstrate initiative.
- Ability to understand and manage budgets.
- Ability to plan ahead and work within agreed timeframes.

To apply

If you're interested in the role please send your completed application form and your CV to us by email. For more information or questions about the role email Jake Tucker on jake@thirstcafe.com

The closing date for applications is Friday 1st September 2017 at 12pm.

We will contact you to tell you if you're successful or not. If you're successful we will invite you for interview on the week commencing 11th September.

Any person considering applying for this position should be committed to the overall vision, values and ethos of BSYP and to the leadership of the organisation.