



Supporting young homeless people in Brighton & Hove

Job title:	Fundraising Officer (Trusts & Foundations)
Salary:	c.£23,000
Contract type:	Full/part time - fixed term for 2 years with potential for extension
Responsible to:	Development Manager
Hours of work:	30 or 35 hours per week
Place of work:	Wenlock House, Brighton
Annual Leave entitlement:	25 days per year (or pro rata) + birthday + bank holidays
Pension:	3% rising by 2% every 2 years up to 6%
Notice period:	1 month
Start date:	Asap

About the role

The Clock Tower Sanctuary is the only drop-in day centre for young homeless people in Brighton and Hove. We operate a day centre which provides practical and emotional support; confidence-building activities; life skills and access to health services, volunteering, training and employment for young people who are homeless and insecurely housed. We work with homeless 16-to-25-year olds to help them move from crisis to stability. Our vision is that no young person becomes part of the long-term homeless population. With an increasing demand for our services, we are seeking an experienced **Fundraising Officer** to join our small Fundraising & Communications team and contribute to our ambitious plans for income generation, building on our strong track record of working with Trusts & Foundations.

Main purpose of the role

To contribute to The Clock Tower Sanctuary's fundraising strategy by maximising income from regional and national Trusts & Foundations, with support and guidance from the Development Manager. To be responsible for the effective management of a prospect pipeline, meeting annual targets and ensuring that bids and evaluation reports are submitted to deadline.

Key responsibilities

Develop and secure funding from new and known Trusts and Foundations

- Undertake prospect research, ensuring all new and known funders are captured in the pipeline
- Prepare and submit agreed number of bids on quarterly basis to meet targets in 2020-21 and 2021-22, tracking conversion rates and ensuring timely feedback to Development Manager
- Develop funding bids to meet operational priorities, as expressed in The Clock Tower Sanctuary's Strategic Plan 2019-21
- Continue to develop in-house knowledge bank on key issues relating to youth homelessness, ensuring relevant sector reports, statistics, facts and case studies are captured and updated.

Deliver excellent supporter experience for funders

- Build good working relationships with contacts at Trusts & Foundations and key stakeholders
- Ensure reports and communications are delivered to deadline to keep funders up to date with progress against grants and any other relevant operational developments
- Ensure all internal records and Donorfy are updated on regular basis.

Monitoring and evaluation

- Work closely with colleagues to ensure evaluation reports are submitted in a timely manner, capturing data from in-house CRM systems and qualitative case studies
- Contribute to all monitoring and evaluation, ensuring compliance with GDPR and other data protection requirements and best practice.

General

- To work in a collaborative way, supporting the aims and aspirations of the Fundraising and Communications team and contributing to the development of the team's strategy
- To act in accordance with The Clock Tower Sanctuary's values, promoting our approach to Equal Opportunities and other policies as captured in the Staff Handbook
- To carry out any other tasks as are deemed reasonable for the role, as directed by the Development Manager, CEO or Trustees.

Person specification

Essential

- At least two years' experience of developing funding bids for a charity
- Demonstrable track record in securing grants/donations in excess of £5k
- Experience of undertaking prospect research and pipeline management
- Strong writing skills and ability to synthesise information with good attention to detail
- Excellent interpersonal skills with ability to forge internal and external relationships
- Capable of working independently, managing multiple projects to meet deadlines
- Knowledge of Word, Excel and CRM system e.g. Donorfy, Raisers Edge.

Desirable

- Understanding of key issues faced by young people using The Clock Tower Sanctuary's services
- Experience of working as part of small team in a charity
- Knowledge of fundraising best practice and industry standards.

Application process

Application is by CV and supporting statement – please include how you meet the Essential/Desirable criteria and why you would like to join our team.

Applications should be sent to katya@thefts.org.uk

Closing date: Monday 30 March 2020. Shortlisted applicants will be contacted by Tuesday 31 March. **Interview date:** Monday 6 April 2020.

The Clock Tower Sanctuary is an equal opportunities employer and we welcome applications from suitably qualified people, regardless of gender, gender reassignment, age, sexual orientation, marital status, race, religion, politics or disability.

Applicants with a criminal record - The Clock Tower Sanctuary is committed to best practice when recruiting people with a criminal record. Our policy, which explains our policy and process can be found on our website at <https://www.thects.org.uk/get-involved/work-with-us/>

This role is exempt from the Rehabilitation of Offenders Act 1974 and so requires the disclosure of all convictions and cautions, even if they are spent, unless they are filtered. Applicants will be required to disclose all convictions on application. An application for an enhanced DBS disclosure with an adults and children's barred list check will then be made. Applicants with positive disclosures will be invited to meet with the Development Manager and the CEO to discuss any concerns and to confirm or withdraw the offer of a role.