



## **New Opportunity**

Age Concern Birmingham, a local established charity are seeking a charity **Fundraising Coordinator**.

Are you ready for the next challenge, do you want a career that really makes a difference within communities.

**We would like to hear from candidates who are highly motivated, enjoy writing applications and like to tell a story; and would be confident to take the step into this role of raising funds through trust and statutory funding applications and fund raising campaigns.**

### **Our Mission:**

To enrich the lives of older people and others in need through a range of services we offer.

### **Our Vision:**

To make a positive difference, adding value to people's lives by offering services to promote wellbeing and independence.

### **Our Values**

Everyone Counts

Caring

Promote Wellbeing

Work in partnership

Innovative

We hold - Investors in People Silver

The Fundraising Coordinator will be responsible for coordinating a portfolio of grants, and identifying and applying for new grant opportunities. The role will include research, design, write and submitting of applications for capital and revenue funds to support our Mission, Mission and Values.

This is an opportunity for a driven individual to develop their skills in writing and editing clear and persuasive bids to establish new funding.

We are looking for someone who is passionate about the work of the charity and would enjoy making a real difference to people's lives, developing relationships with funders.

- This will be a wide-ranging role, working closely with the CEO, Operations Managers and finance, to establish, develop and maintain new funding opportunities for the charity.
- You will take a lead role in researching and developing funding proposals for trusts and foundations, individuals, corporates, and others.
- You will identify opportunities, coordinate the bid-writing and professional tender submissions and produce detailed personalised responses that contribute to our continued success.

- You will support, maintain and strengthen relationships with existing and potential funders through regular newsletters and other correspondence, events and database management.

## **Job Description**

Role Title: Fundraising Coordinator

Salary: £24,000 pro rata

Hours: Salary based on full time 37.5 hours a week, Actual working hours negotiable due to flexibility of the role

Based at: This is an office-based role based at - B73 5TJ, Boldmere Sutton Coldfield, working across Birmingham and surrounding areas

Reporting to: CEO

## **PURPOSE OF THE ROLE**

Working with the CEO and the wider team. The Fundraising Coordinator will play a role in supporting the charity in achieving its ambition to grow charitable income year on year.

## **RESPONSIBILITIES**

### Income generation:

- Make direct approaches, develop and deliver tailored fundraising proposals to grant giving bodies including to:

Government departments, Local Authorities, Police & Crime Commissioners  
BIG Lottery, for all relevant nations and under all relevant funding programmes

Public funders, e.g. Comic Relief, Arts Council etc.

Trusts & Foundations and other funding bodies.

- Identification of new funding opportunities
- Support positive professional relationship with existing & prospect funders.
- Support the CEO in delivering the growth and development targets within the strategic plan.

### Grant Coordination:

- Effective grant coordination across current grants to ensure credibility in funder relationships and support future funding opportunities.

### Research:

- Research and monitor government departments and other major grant giving bodies for potential funding opportunities.

### Teamwork:

- Be an active member of the over team; attend regular team meetings and assist with fundraising events and other areas as required.
- Undertake any other duties appropriate to the grade and relevant to the objectives of the wider team as agreed with the CEO.
- Ensure that records are kept in line with GDPR rules and the Data Protection Act
- Be aware of and abide by all Age Concern Birmingham policies and procedures.

## B. PROBATION PERIOD

The post will be subject to a six-month probationary period and an enhanced DBS check will be undertaken, as this role will involve some contact with vulnerable people.

## C. PERSON SPECIFICATION

Education and Training	
Essential Criteria	Desirable Criteria
Good standard of education or previous work experience track record	English Literature A, level / Degree

Achievements and Experience	
Essential Criteria	Desirable Criteria
Demonstrable experience in developing Professional relationships	Line management experience
Achievement in application writing or creative writing	Experience of working in the field of grants fundraising.
	Experience and success in delivering against annual fundraising targets.
	Demonstrable track record in securing funding from statutory, lottery, trusts and foundations.

Skills & Abilities	
Essential Criteria	Desirable Criteria
Excellent analytic, written, communication, interpersonal and presentation skills	Proficient in MS office and demonstrable ability to use CRM databases
Excellent proposal writing skills and the ability to write compelling cases for support.	knowledge of the charity sector
Effective influencing skills to ensure positive outcomes from internal and external communication with stakeholders re. fundraising.	
Good research skills	
Good planning and organisational skills	

Energy, enthusiasm and initiative	

## HOW TO APPLY

Please send a CV and covering letter to **Recruitment@ageconcernbirmingham.org.uk** outlining your suitability for the role as detailed in the job description and person specification. We are looking for examples and evidence of your previous experience, so please outline your suitability in full.

To arrange an informal discussion regarding the role with the CEO please email **Recruitment@ageconcernbirmingham.org.uk**

## **Key Responsibilities**

### **Main Duties**

- Write, edit, and submit high quality content for funding applications and bid processes, completing documents to deadline and ensuring they are of consistent quality and style.
- Research potential grant funders and identify other capital and revenue opportunities.
- Establish and account manage a portfolio of funders, including compiling and producing progress reports, with support from the Heads of Service.
- Provide grant administration support for grants received from funders.
- Work with our Head of Finance, and others with finance responsibility, to ensure that grants and donations received are recorded appropriately.
- Build relationships with relevant funders ensuring all donors are canvassed in an appropriate way, and provide monitoring, evaluating and reporting as necessary.
- Ensure all donors are promptly thanked within standards set for response times.
- Keep up to date with project development and communicate progress to funding bodies.
- Where relevant, arrange for prospects and donors to visit the work of the charity.
- Carry out unrestricted appeals.

### **Additional Duties**

- Promote the work of HFEH Mind.
- Represent the charity to statutory, voluntary and commercial organisations, professional bodies and institutions.
- Develop and maintain contacts with local and regional media.
- Promote the aims, policies, and values of HFEH Mind
- Carry out any other tasks that may be within the scope of the post to ensure the effective delivery and development of the services.

## Person Specification

### Experience

- At least two years' experience working in a bid writing/fundraising role – this could be in grants, individual or corporate giving but a range of experience would be welcomed.
- Experience of researching and writing detailed proposals to obtain funding from various sources including Trusts, Foundations, Statutory funders, and Corporate Donors.
- Experience of managing (and fulfilling) an income target of £800k+.
- An in-depth knowledge of charity regulations, GDPR, and Diversity and Inclusion.
- Experience in collating monitoring information for reports on grants from a range of funders.
- Experience of working independently to drive and deliver multiple projects.

### Knowledge and skills

- Good understanding and knowledge of trusts, statutory and lottery fundraising and the voluntary sector.
- Ability to build and maintain good relationships with colleagues and the wider community.
- IT literate (ideally with experience of Microsoft Office/Office365) with strong administrative and numeracy skills.
- Knowledge and understanding of an outcome-based approach to measuring and monitoring performance.
- Excellent verbal and written English presentation and communication skills, including the ability to write funding briefs, reports, proposals, and correspondence.
- Strong attention to detail, analytical, interpretative, evaluative, and organisational skills.

### Behaviours

- You adopt a 'can-do' attitude in all the work you deliver.
- You are accountable for your own performance and development, and you take responsibility for your actions and decisions.
- You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.
- You promote equality and diversity and actively work to minimise harm to others.
- Empathy with and understanding of the mental health sector.

*We are an equal opportunities employer; and are proud to employ a workforce that reflects the diverse communities we serve. We welcome applications from all suitably qualified persons from all backgrounds.*

*Post is subject to a DBS check.*