

Fundraising Officer - Job Description

Job title	Fundraising Officer
Location	Sheffield Flexible home working can be discussed.
Hours	Preferred full-time: 37.5 hours per week. Will consider part-time. Permanent role
Reports to	Bid Development Manager
Staff responsible For	N/A
Date	August 2020
Salary	Officer band - £18,135 - £26,000
Benefits	<ul style="list-style-type: none"> • All employees with contracts of six months or more are invited to be a Member of the Good Things Foundation Staff Owned Mutual. This gives you voting rights for Staff Board Directors and at the AGM (Annual General Meeting) • 30 days holiday per year • 10% Employer contribution to a personal stakeholder pension scheme (when you contribute 5%) • Up to £500 contribution for work related training (or £200 for personal development and £300 for work related training) • Life cover and permanent health insurance • Confidential Employee Assistance helpline
Job Purpose	<p>We are seeking a proactive, creative and organised Fundraising Officer to provide fundraising support to our Bid Development Manager as we grow and diversify our income as a charity.</p> <p>This is an exciting opportunity to have a direct impact in generating income; enabling the organisation to achieve the outcomes of our ambitious strategy, delivering impact at scale.</p> <p>You'll be responsible for supporting the creation of funding bids to secure</p>

income from government departments and trusts and foundations, as well as supporting other fundraising activities as required.

This is an opportunity to work with team members at all levels across the organisation, work with stakeholders, and represent our charity's best interests.

Curious, confident, articulate with the ability to write clearly and concisely, you will possess an open, creative, enquiring mind and have an enthusiasm for fundraising and commitment to our objectives.

In return, you'll have the opportunity to gain valuable and broad experience in the development of an ambitious, successful charity, to develop fundraising skills.

Good Things Foundation wants a world where everyone benefits from digital. We are a charity which supports digitally and socially excluded people to improve their lives through digital.

The role will include occasional travel in the UK.

Key Objectives and Accountabilities

Fundraising

You will ensure the effective management of fundraising bids through:

- Working closely with the Bid Development Manager, freelance associates and wider team members to generate income
- Copywriting for funding bids
- Proactively search for funding opportunities
- Undertake desk research, pulling together statistics to support bids and applications
- Bringing together teams from across the organisation to work on bids
- Leading bid administration, ensuring bids are submitted accurately and on time
- Maintain fundraising files and processes
- Working closely with partner organisations on consortium bids to bring together information

- Meeting with stakeholders in order to understand requirements and to raise the profile of Good Things Foundation
- Supporting the development of bid budgets
- Updating the pipeline report spreadsheet
- Other bid support as required
- Supporting the bid manager to explore and pilot other fundraising opportunities.

Person Specification

<p>Good Things Foundation Behaviours</p>	<ul style="list-style-type: none"> • We are collaborative • We are positive • We are creative • We are people focussed • We are curious <p>These behaviours reflect us as an organisation and focus our work inside Good Things Foundation and our relationship with partners.</p>
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Criteria	
<p>Experience</p>	<ul style="list-style-type: none"> • Experience of fundraising, generating income and/or business development • Experience in writing reports/essays/papers for external audiences • Extensive experience of administration of complex projects/work activities • Carried out research on different topics with a clear goal in mind • Being proactive in making a sustainable difference through voluntary or other activities • Working as part of a team to deliver an outcome • Experience of having to work under pressure to meet tight deadlines
<p>Knowledge and skills</p>	<p>Essential</p> <ul style="list-style-type: none"> • Excellent copywriting skills • Good research skills

	<ul style="list-style-type: none"> ● Ability to work collaboratively across teams ● Ability to work under own initiative ● Excellent time management skills and ability to prioritise ● Ability to work well under pressure ● Excellent organisational skills and attention to detail ● Demonstrable passion for the role of digital technology to deliver social change at a national and an international level ● Excellent IT skills including the use of spreadsheets <p>Desirable</p> <ul style="list-style-type: none"> ● Bid writing skills ● Good negotiating and influencing skills ● Budgeting and costing for projects ● Experience of working in Good Things Foundation's key strategic areas.
Attitudes	<ul style="list-style-type: none"> ● Proactive and a self-starter ● Great team player and able to work independently ● Strong commitment to social inclusion ● Enquiring and creative ● Ambitious individual willing to learn quickly and work outside their comfort zone with a 'can do' attitude ● Committed to Good Things Foundation's behaviours: <ul style="list-style-type: none"> ○ Collaborative ○ Positive ○ Creative ○ People-focused ○ Curious
Education and Qualifications	<ul style="list-style-type: none"> ● Educated to degree level or equivalent ● A minimum of GCSE English and Maths (A* - C or equivalent).

Good Things Foundation is a social change organisation with a mission to ensure that everyone benefits from digital. We live the change we are seeking to achieve and encourage applications from diverse backgrounds. We operate a policy of providing equal opportunities in all aspects of work including recruitment, training, and promotion, whatever the colour, race, religion, belief, ethnic or national origin, gender, sexual orientation, marital status, age or disability of an employee, having regard to the individual's aptitudes and abilities and requirements for the job. Good Things Foundation is opposed to all forms of unlawful and unfair discrimination.

Safeguarding Statement and Pre-Employment Checks

Here at Good Things Foundation, we work with vulnerable adults and are fully committed to ensuring their safeguarding and welfare at all times, in line with our Safeguarding Policy and Procedures. All of our employees, contractors and volunteers will be expected to comply with the policy and procedures. Upon a conditional offer of appointment being made, all employees will also be required to satisfy our pre-employment screening process which for this position, will include:

- An identity check (photo ID)
- Receipt of two satisfactory references
- Documentary evidence of right to work in the UK