

## The Harbour – Fundraising Officer (Grantmaking Trusts) Job Description

### About The Harbour ([www.the-harbour.org.uk](http://www.the-harbour.org.uk))

The Harbour provides professional counselling, free of charge, to adults affected by death, dying and bereavement. Since 1992 we have offered a range of services to those facing loss, grief and loneliness as a result of life-threatening illness, including 1:1 counselling, couples counselling, and group therapy. We support over 300 people with more than 2,000 sessions each year.

### Job Description – Fundraising Officer (Grantmaking Trusts) (part-time)

**Hours per week:** 17.5 (0.5FTE)

**Contract:** Permanent

**Salary:** £21,000 - £26,000 FTE; approx. £10,500 - £13,000 pro-rata

**Reports to:** Chief Executive

**Responsible for:** Fundraising volunteers

This is an exciting opportunity for an ambitious and proactive trusts fundraiser to work within a small, friendly and dynamic charity that makes a genuine difference to hundreds of people in Bristol each year.

If you have a track record in securing grants and building relationships with grantmaking trusts and you are looking to take the next step in your career, this is an ideal job. You will work closely with the Chief Executive to develop our existing pipeline of funders, building on several years of growth that has seen us increase income from grantmaking trusts significantly.

We are looking for an organised, meticulous and persuasive bid writer. You will also need to be tenacious, resilient and persistent, with strong written and verbal communication skills. You will have experience of developing and maintaining relationships with a variety of stakeholders, and you will have the sensitivity and tact that is needed for working within a charity that supports people affected by life-threatening illness.

### Key responsibilities

#### Securing income

- Raise significant funds (annual target of £130,000+) in the form of grants from trusts and foundations.
- Maintain the prospect pipeline, submitting and tracking applications and liaising with grantmaking trusts at all stages of the process.
- Develop a comprehensive rolling programme of targeted and specific funding applications, increasing our average grant amount.
- Take the lead on applying for grants up to £20,000, and support the development of larger grants with the Chief Executive and Clinical Lead.

### **Reporting**

- Ensure that funders receive timely and appropriate information about the progress and outcomes of projects.
- Report on fundraising income and expenditure (including actual and forecast budgets).

### **Relationship management**

- Develop and build relationships with funders.
- Build relationships with staff members and Trustees at The Harbour, working with them to develop new projects and increase our network of supporters.

### **Research**

- Take a proactive and creative approach to researching and qualifying fundraising prospects (including grant-making trusts and foundations, companies, individuals, and statutory bodies).

### **Strategy**

- Work with the Chief Executive and board of trustees to refresh the fundraising strategy, oversee its implementation and progress, ensuring that the organisation meets KPIs and targets.
- Research and prepare the trusts fundraising strategy for new and existing charitable trusts and foundations.

### **Other areas**

- Develop The Harbour's use of fundraising volunteers, managing them as appropriate.

## **Person Specification and experience**

### **Essential criteria**

- A track record of securing five figure grants from grantmaking trusts and foundations.
- Strong communication and interpersonal skills, with the ability to present compelling cases for support verbally and in writing.
- Experience of producing engaging, detailed and accurate reports for funders and internal management teams.
- Experience of using and managing a supporter database (eg Salesforce or Raisers Edge).
- An organised, methodical approach to work, with the ability to multi task effectively.
- Ability to self-manage and work independently in a flexible environment with minimal supervision.
- A willingness to get involved, and the enthusiasm to turn your hand to a variety of tasks in order to achieve goals.
- Strong interpersonal skills, and ability to work collaboratively as part of a team.
- Strong attention to detail, patience and persistence.
- Sensitivity, tact and diplomacy.

### **Desirable criteria**

- Experience of writing grant applications for a physical health or mental health charity.
- Experience of writing grant applications for a counselling/psychotherapy charity/agency.

## **Application process**

To apply for the role please send your CV and a covering letter (maximum two pages) outlining how you meet the person specification above to: [info@the-harbour.org.uk](mailto:info@the-harbour.org.uk).

First interviews for shortlisted candidates will take place during w/c 16<sup>th</sup> September, with second interviews taking place during w/c 23<sup>rd</sup> September. All interviews will take place in central Bristol.

### **Deadline for applications**

The deadline for applications is 9am on Monday 9<sup>th</sup> September 2019.

### **Further details**

For more details about the role please contact Sam Thomas on 0117 925 9348 or email [info@the-harbour.org.uk](mailto:info@the-harbour.org.uk)

Please note we request no contact from agencies or media sales.