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**NORTHUMBERLAND COUNTY BLIND ASSOCIATION**

Post: **Fundraising Co-ordinator**

Salary: **16 hours – Commensurate with proven experience**

**Fixed term to July 2019 with the possibility of an extension subject to the continuation of funding**

Responsible to: **Organisational Development Manager**

Direct Reports: **Nil**

Location: **Reiver House, Morpeth, Northumberland NE61 1TD**

# THE ORGANISATION

Northumberland County Blind Association (NCBA) is a professional organisation dedicated to supporting people with a visual impairment in Northumberland. We provide a wide range of opportunities, services and social contact, focussing on increasing independence, achieving potential and enabling individuals to gain the knowledge, skills and confidence necessary to enhance their quality of life when diagnosed with sight loss. A registered charity, we are a user-led organisation and consult with our clients to help us set strategic priorities.

**Job description**

**More in this section**

The Fundraising Co-ordinator will play a key role in the development and implementation of Northumberland County Blind Associations fundraising activities in order to secure funding for service delivery and the organisation’s core costs.

The ability to interact with grant and trust giving organisations, potential corporate sponsors and donors, stakeholders and staff in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and approachability is crucial to this role. An excellent level of written and verbal communication skills and attention to detail are equally important.

**Main Responsibilities**

**Trust, Foundations and Grant Giving Bodies**

* Build relationships with trust and grant giving organisations, write and submit applications for funding.
* Manage and lead the identification of, and approaches to local regional and national trusts, foundations and other grant giving organisations that have not previously supported the work of Northumberland County Blind Association, building and maintain an annual calendar of key prospects.
* Develop core generic trust proposals for each area of service delivery and core costs that require funding.
* Write tailored applications, addressing grant making priorities or requirements as specified by individual trusts, foundations and grant giving organisations.
* Develop and maintain reporting and application systems and co-ordinate and share information with the wider team.

**Corporate**

* Identify and approach corporate prospects, securing financial contributions and the support of their employees.
* Develop, promote and market Northumberland County Blind Associations events and sponsorship opportunities to corporate employees to encourage involvement.
* Develop standard emails and contact letters that can be shared with corporate partners to encourage their support on an ongoing basis.
* Develop and maintain reporting and application systems and co-ordinate and share information with the wider team.

**General Fundraising**

* Support the Organisational Development Manager in the development and implementation of Northumberland County Blind Associations Fundraising Plan.
* Contribute new ideas for fundraising and identify suitable fundraising initiatives, calls for proposals etc.
* Produce detailed annual action plans on specific areas of responsibility outlined above, identifying area for growth and development and outlining measurable objectives.
* Objectively review the success and achievements against agreed targets, identifying strengths, weaknesses and areas for development.
* Maintain organised files of all fundraising activities and information.
* Participate in the day to day work of Northumberland County Blind Association, such as reporting, attending team and other meetings as required and taking a flexible approach to general administration and support tasks.
* Support the work of the wider fundraising team and activities as required.
* Represent the work of Northumberland County Blind Association at events to members of the public and supporters, where necessary deliver presentations.

**Communications**

* Contribute to the production of an annual review of fundraising activities, including writing copy, liaising with trusts, foundations, other grant giving organisations and corporate donors who have supported the work of Northumberland County Blind Association.
* Ensure the website fundraising and other communications information is up to date and well maintained.
* Collate case studies, photographs and information from activities and events that have been supported to support future funding applications and raise awareness with potential donors of the work we have undertaken as a result of their support (financial or other).

**The post holder will also:**

* Participate in four to six-weekly update meetings and undertake personal development relevant to the post.
* Participate in team events and fundraising activities as required.
* Carry out any other duties relevant to post, at the reasonable request of management
* Be able to travel independently across Northumberland.
* Be able to travel independently to any regional or national events as required by the post
* Be able to work flexibly, from time to time the post holder will be expected to work some evenings and weekends.

**PERSON SPECIFICATION**

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|  | **Essential** |
| 1. | Minimum of 2 years’ experience in Trust, Grant and/or Corporate fundraising with proven experience in income generation. |
| 2. | Demonstrable knowledge of UK Trusts, Foundations, other grant giving organisations and Corporate giving. |
| 3. | Proven record of successful applications for substantial funding from Trusts, Foundations and other grant giving organisations. |
| 4. | Demonstrable ability to develop relationships with Corporate Partners, Trusts, Foundations and other grant giving organisations. |
| 5. | Experience of researching Trust and Corporate funding opportunities. |
| 6. | Experience of working in a charitable environment, preferably, although not essential within the sight loss sector. |
| 7. | Excellent written skills and the ability to produce concise and creative bids and funding applications |
| 8. | Excellent interpersonal, verbal and written communication skills to build relationships and give presentations to potential donors. |
| 9. | Ability to understand and generate budgets in support of funding applications. |
| 10. | Ability to prioritise workload, plan ahead and work within agreed timeframes, often under pressure, with the minimum of supervision. |
| 11. | Experience of multi-agency cross sector liaison. |
| 12. | High standard of computer literacy, competent in the use of Excel, Word, PowerPoint, Outlook, Facebook, Twitter, and the use of the internet for research purposes. |
|  | **Desirable** |
| 1. | Be a member of the Institute of Fundraising |
| 2. | Experience of supporting people with sight loss and/or other disabilities. |
| 3. | Experience of the production and maintenance of policies and procedures, relevant to area of work. |
|  | **Other** |
| 1. | Health and Safety – have a good understanding of health and safety and ensure safe systems of working are adhered to at all times. |
| 2. | Equality and Diversity – have a good understanding of Equality and Diversity and ensure all working practices comply with current legislation. |
| 3. | Safeguarding – have a good understanding of all Safeguarding and ensure working practices comply with current Safeguarding requirements. |
| 4. | This post will be subject to vetting with the Disclosure and Barring Service (DBS) |

# Brief Summary of Main Terms and conditions

Contract: Fixed term to July 2019 with the possibility of an extension (subject to funding, see below)

Hours of work: 16 per week (flexible working pattern)

Holidays: 25 days per annum plus statutory Bank Holidays

Location: Based at Reiver House Resource Centre, Morpeth NE61 1TD

As part of the ongoing development of this post, it is anticipated the successful candidate will secure funding to allow the post to continue beyond July 2019, with an increase in the hours worked.

The successful candidate will work towards achieving an income generation target.

**Please return completed applications marked PRIVATE & CONFIDENTIAL to:**

Sandra Donkin, Organisational Development Manager, Northumberland County Blind Association, Reiver House, Staithes Lane, Morpeth, NE61 1TD or email [sandra.donkin@ncba.org.uk](mailto:sandra.donkin@ncba.org.uk) (requesting a read receipt).

**Applications received after 12:00 noon on Friday 11th May 2018 will not be accepted.**

Registered Charity Number: 1102386