

ClearVision Project Chief Fundraiser Role

Role description

**Role:** Chief Fundraiser  
**Part time:** 7.5hrs per week, can be worked flexibly if desired  
**Salary:** £8938 pro rata, £44,691 FTE (spine point 35 on NJC payscale)  
**Location:** Our library, in Southfields, Southwest London, with option to work from home following an initial familiarisation period

**Reporting to:** Director

**Direct reports:** none

**Key responsibilities**Your remit will be to secure both restricted and unrestricted funds from new and existing sources of income, to fund ClearVision’s day to day work, existing and new projects. Your annual target will be around £125,000.

**Fundraising from charitable trusts and foundations**  
This has traditionally been ClearVision’s main source of funding. Your job will be to build a strong pipeline of relevant funders to ensure a sustainable income stream for the charity.

* Researching suitable trusts and foundations
* Making initial contact and writing applications/completing application forms. This includes handling complex, high-value proposals to funders such as the National Lottery
* Liaising with trusts and supplying supplementary information (with support from the Director and/or trustees as necessary)
* Cultivating and maintaining relationships with Trust/Foundation staff/trustees
* Writing reports on expenditure of grants
* Keeping funders up to date with progress and organisational growth
* Working with staff to ensure timely and appropriate supporter stewardship

**Other areas of fundraising**

The expectation is that you will spend the majority of your time on Trusts and Foundations work, but you will also be expected to periodically support the Director on other areas of fundraising, including community fundraising, individual giving, legacy/in memoriam and corporate donations. This may include:

* Supporting individuals or groups undertaking sponsored events run by third parties or running their own fundraising events
* Seeking, gaining and managing partnerships with businesses
* Helping with BBC Lifeline appeals and similar appeals
* Writing and sending supporter communications and keeping the fundraising section of ClearVision’s website up to date
* Work with the Director and other staff to build ClearVision’s social media, digital presence and digital fundraising, particularly as targeted towards younger donors

**General:**

* Maintaining records
* Producing regular progress reports for the Director and Trustees
* Working with the Director to ensure that all fundraising activity is compliant with all applicable laws and follow sector best-practice
* Keeping abreast of sector developments and maximising development opportunities

Person specification

Experience

**Essential**

* Previous experience of raising sizeable sums from applications to trusts and foundations
* Demonstratable previous experience of working to and achieving financial targets

**Desirable**

* Experience of how small charities operate and the role of fundraising within this
* Utilising social media in a professional capacity

Knowledge  
**Essential:**

* Familiarity with the Trusts and Foundations field, its current climate and recent trends
* Understanding of the importance and practice of good stewardship

**Desirable**

* Existing relationships with Trusts
* Understanding of third-party fundraising and challenge-type events and the support required by individuals to maximise revenue and publicity for ClearVision
* Understanding of modern networks, including online networks
* An understanding of emerging donation and stewardship opportunities within the digital sphere and the platforms on which these operate
* An understanding of and enthusiasm for engaging a younger supporter base
* Awareness of charity fundraising law and sector best practice

Skills and competencies   
**Essential**

* Research skills
* Excellent writing skills, with the ability to create a compelling narrative concisely and to deadline, and to write flexibly for a wide range of audiences and situations
* Ability to present complex information in an engaging way to a variety of audiences to gain their understanding and support
* A confident, professional individual able to build great relationships with Trust/Foundation staff and/or trustees
* A good standard of numeracy
* Good computer skills, including Microsoft packages and confident use of social media
* Appropriate design skills for preparation of funding applications, supporter communication and reports
* Energetic, ability to self-motivate, work to deadline and problem solve
* Strong organisational skills, including the ability to devise or adapt existing working systems
* Willingness to undertake other tasks to support the charity’s work
* Willingness to undertake lone working
* Appreciation of the environment of Linden Lodge and its students, and a positive perspective on disability.

Please note that since this our library is based on a school site, you must be willing to undergo an enhanced DBS (Disclosure and Barring Service) check.