

Job title: Fundraiser

Salary range: £35-£40,000 for full-time (depending on experience),
Pro rata for reduced hours.

Hours: 21 - 35 hours a week (0.6 to 1.0 FTE). Open to discussion.
Can be worked flexibly.

Location: Whitechapel/Home working

Accountable to: CEO

We are a passionate, small, hard-working and a diverse team who love what we do. We are seeking a fundraiser to help us secure funds so we can continue our work and develop new and exciting projects in response to community demand.

Social Action for Health is a community-based health charity providing services and support to people most affected by health inequalities. Our vision is for a world where unfair and avoidable health inequalities no longer exist. We believe that the more control people have over their lives, the better their health and wellbeing. We provide services and support within communities most affected by health inequalities to increase people's:

- ability to identify personal priorities and goals
- confidence to make decisions about their health and wellbeing
- ability to vocalise their preferences and act on their decisions.

We have a portfolio of projects at any one time, all of which are delivered in an accessible and culturally-appropriate way, often in community languages, and facilitated by 'experts-by-experience' from the local community. You can read more about Social Action for Health and our current projects on our website: www.safh.org.uk.

Role Summary

We are recruiting a trust and foundation fundraiser with exceptional communication skills and a successful track record of securing grants to join our team. This role requires someone who has the passion, creativity and drive to take a hands-on approach to all aspects of trust and foundation fundraising. They will need to work well with colleagues at all levels of the organisation to identify potential funders, draft excellent applications and complete funder reports.

This role is part of our fundraising strategy to continue moving our income streams away from statutory contracts to ensure that our services are appropriate and accessible to the communities that need them most.

The right person will relish the challenge of working within the resources of a small, hard-working and a diverse team of staff and volunteers in a vibrant part of London.

See attached summary of primary outputs of role and summary of key tasks.

Details of how to apply are set out below. You are welcome to contact us for an informal chat before deciding to apply.

Criteria for recruitment

Work Experience

Essential

- Demonstrable experience of working in a similar role or roles, and able to give practical examples of having and using all the essential technical knowledge, qualities and skills listed below.
- Demonstrable track record of identifying and securing successful grants in a charitable context.

Desirable

- Experience working within the resources of a small charity with awareness of how to manage your role where there are finite resources and limited capacity available to support you.

Essential Technical Knowledge, Qualities and Skills

- Excellent interpersonal and relationship-building skills and ability to work across all levels of the organisation
- Ability to provide high-quality written work, with a varied tone and approach as appropriate for different audiences
- Ability to be self-motivated , proactive and have demonstrable experience of managing own workload
- Excellent attention to detail to ensure compliance with funder requirements, consistent and accurate applications and reporting

- Can interpret at-times complex and technical information about causes/projects, and explain it convincingly to a variety of audiences, including those with considerably less subject matter expertise
- Excellent research skills with the ability to present findings to others clearly and succinctly
- Ability to identify and capitalise appropriately on existing networks, connections and funders for fundraising and capacity building opportunities
- Confident finance skills for the purpose of budgeting for grant applications / returns
- Competent IT skills across all Microsoft products - especially MS Office 365
- Ability to uphold our values in your work.

How to apply

Please email info@safh.org.uk with:

- Your up to date C.V. This should include contact details of two referees. Please also include any social media details that you are happy for us to review. We will **not** take up references ahead of interview.
- A supporting statement that explains how your skills, experience and personal qualities make you suitable for the role, using specific examples where appropriate. Your supporting statement should not be longer than 2 sides of A4. Also, please confirm that you are entitled to work in the UK.

This is a rolling application process, so please get in touch as soon as possible to express your interest. When the position is filled, it will be removed from the website.

We value all applications but will only contact you if you have been shortlisted for interview. You will have at least three days' notice before interview, which will be conducted in the first instance via MS Teams with a follow-up in-person interview if your application progresses to the final stage.

You are welcome to contact us for an informal chat about the role prior to submitting an application. Please email info@safh.org.uk to arrange a call-back.

Fundraiser

Primary outputs of the role

- Building a pipeline of prospective funders and successfully leading on grant opportunities and applications as evidenced by the number of applications submitted and grants secured.
- Production of compelling cases for support which reflect liaison across the organisation, community priorities and impact and showcase key aspects of our work.
- Production of high-quality funder reports as evidenced by timely completion of all required funder returns which reflect our work and values as well as funder requirements .

Illustrative Tasks

- Implement our recently created fundraising strategy to identify and research grant opportunities and prepare compelling grant proposals and applications.
- Work collaboratively with colleagues to ensure funders are kept informed about the impact of their support and are recognised appropriately.
- Build and maintain relationships with current and potential funders.
- Keep accurate records of funder interactions, ensure timely follow up, and ensure compliance with appropriate regulations.
- Track fundraising progress and analysis data to measure the effectiveness of different fundraising strategies / campaigns.
- Prepare regular reports for the CEO and Board on fundraising activities, financial outcomes and return on investment to inform decision making and improve fundraising efforts.
- Research and stay informed about the latest trends and regulations in Fundraising.
- Adhering to the Fundraising Regulator's Code of Fundraising Practice, Charity Law, GDPR and other relevant legislative requirements and best practice guidance.
- Supporting the CEO to submit and draft statutory and other funding applications.
- Other activities and support as reasonably required.