



Fundraising Executive

Job description

Role	Fundraising Executive
Reporting to	Regional Manager
Role type	Full-time, Monday to Friday. 37.5 hours per week
Contract	Employed. Start January 2025.
Salary	£27,500
Location	Hybrid: St. Paul's Learning Centre, Bristol and home-based

Overview

Marmalade Trust is a small but ambitious charity; raising awareness of loneliness nationally and supporting people experiencing loneliness to feel more connected. Since 2013 we have run projects (supported by our incredible volunteers) across Bristol, North Somerset, and South Gloucestershire. Each year we run our Loneliness Awareness Week campaign which is celebrated around the UK and now globally. We do not receive statutory funding but are very well supported by members of the public, regional grant givers and corporate organisations. Each year we have grown and have ambitious plans to continue this over the coming years. To help support this growth, we are looking for a Fundraising Executive to join our team.

The role will involve overall responsibility for our income generation activities. We are looking for someone with fundraising experience within the charity arena. A self-starter who can operate autonomously but also be an integral part of a small passionate team.

Main responsibilities/tasks:

Overall responsibility for our fundraising activities.

- Expand our existing programme of Trusts and grants support through research, vetting suitability and applying by creating persuasive applications with the aim of securing funding for a variety of project and capital costs.

- Maintain and build relationships with our funders ensuring our insight reports are shared with them.
- Interpret financial data and funding criteria.
- Develop our individual giving income through appeals and stewardship.
- Develop an effective community fundraising programme.
- Grow our regional corporate support through appeals and relationships.
- Explore and promote opportunities for sponsorship, donations and corporate giving.
- Support fundraising events and activities undertaken by community and local corporate partners, groups and individuals.
- Organise community outreach events, workshops, and information sessions to build relationships and encourage support.
- Represent the charity at local networking events, conferences, and community forums to develop partnerships and promote the organisation.
- Work with our marketing function to produce appeals to target groups.

Complete any other reasonable duties the Regional Manager requests and be willing to work reasonable out of office hours on occasions as required. *Note: The above list is not exhaustive, and you may be required to undertake other tasks and responsibilities as requested by your line manager.*

Essential skills, knowledge and experience required for this role

- Working in fundraising, community engagement, business development, or similar roles.
- Identifying, supporting and growing relationships with local corporate partners and/or community groups.
- Organising events and engagement activities.
- Delivering engaging presentations and activities to diverse groups of stakeholders.
- Can demonstrate success in a similar role/environment.
- Track record of achievement of personal and fundraising goals and targets.
- An ability to work independently and manage own time, priorities and workload.
- The ability to take complex information and translate this into persuasive written communication which leads to action.
- Solid research skills, which can be applied to the identification of suitable new prospects for a funding pipeline.

- Ability to operate in a highly cohesive, high-performing team based on the principles of trust, mutual respect, and empowerment.
- Effective time management skills and the ability to prioritise conflicting workloads successfully.
- A high level of competence in crafting powerful and persuasive appeals and applications.
- Strong interpersonal skills - the ability to communicate empathetically and effectively with a diverse range of people, including colleagues, trustees, partners, members of the public, trusts and grant organisations.
- High standard of general IT skills, particularly in Gmail, Word and PowerPoint.
- Strong organisational skills, the ability to drive your own workload and work independently and within a team.
- Thinking creatively and adopting a solutions-focused 'can do' approach.
- The ability to clearly communicate in written and verbal ways.
- Attention to detail, with an ability to spot errors.
- The ability and commitment to identify personal development needs on an ongoing basis.
- Knowledge of fundraising programmes and techniques appropriate for a small organisation.
- Working understanding of GDPR, data protection and confidentiality legislation and regulation.
- Good understanding of and a commitment to promoting Equality, Diversity and Inclusion.
- Knowledge of developing stakeholder engagement plans/strategies (preferably in the not-for-profit or charitable sectors).
- A commitment to Marmalade Trust and its vision.
- Managing competing priorities and responsibilities when working in a high pressure environment, planning, organising and managing workflow to meet demanding deadlines.
- Ability to form and maintain good working relationships with colleagues.
- A willingness to keep up to date with relevant policy changes, ensuring Marmalade Trust remains compliant with legal requirements and best practices.
- Act as an ambassador and advocate for Marmalade Trust.
- An innovative approach to engaging partners and stakeholders with a willingness to try new initiatives.

- A willingness to undertake reasonable work outside of core working hours when this is necessary.

Desirable skills, knowledge and experience for this role

- Thorough knowledge of the fundraising landscape
- National fundraising experience
- Knowledge of the charity sector
- Compassion and an understanding of the additional challenges faced by vulnerable or older people.

How to apply

Please submit a CV and cover letter. Your cover letter should clearly identify how you meet each of the skills, knowledge and experience requirements for the role. You can use headings and bullet points for this.

We offer flexible working hours – please contact us if you would like more information.

At Marmalade Trust, we want to create a genuinely inclusive workplace, where we embrace the differences of all our colleagues and celebrate diversity. To help ensure all candidates are assessed only against the job description, our selection process uses anonymised candidate applications.

To apply, send your CV and cover letter to Jade via support@marmaladetrust.org.

For an informal conversation about the role before you apply, please contact Xanne via xannecarey@marmaladetrust.org.

*You can choose to submit your cover letter as a voice recording clearly identifying how you meet the criteria.

Application deadline: 09:00, Monday 2nd December 2024.

Interviews: W/C 9th December 2024.