

**Beloved Fundraiser**

**Beloved is a Christian charity (**[**www.beloved.org.uk**](http://www.beloved.org.uk/)**Registered Charity No. 1170261) that supports women working in indoors prostitution across Bristol. We are looking for a fundraiser to take the lead on writing bids and all Beloved fundraising activities.**

**Responsible for:**  Securing income that will enable us to continue supporting transformational change in women’s lives, by building relationships with funders, writing funding bids and submitting reports.

**Hours:** 7.5 hours (1 day) a week.

**Salary:** Voluntary

**Responsible to:** Director

**Location**: Beloved office, St Agnes Church, Thomas Street, St Paul’s, Bristol, BS2 9LL

**Key duties and responsibilities**

* Prepare for, write & submit high quality and compelling bid applications in an efficient and timely manner.
* Submit timely reports to funders, working alongside Beloved colleagues to ensure grant monitoring and evaluation requirements are met.
* Ensure there is clear communication of any successful grant applications and restricted funds to the finance team.
* Maintain up-to-date records of all grants applications in progress, applied for and the outcomes. Manage and maintain the tracking process of grant applications.
* Maintain a clear and concise filing system for all applications.
* Manage and update Trusts records in the donor database, ensuring all contact is recorded and kept up to date.
* Contribute to the development of output and outcome data and information to support the needs of grant applications and reporting.
* Participate in staff prayer times
* To support the achievement of the charity’s aims and objectives.
* Participate in personal training required for the role.

**Person Specification**

| **Factor** | **Essential** | **Desirable** |
| --- | --- | --- |
| Qualifications | GCSE (or equivalent) grade A-C Maths and English. |  |
| Skills/Abilities | * This is a role which largely focuses on the written element of communication; as a result you need to have excellent writing and editing skills. * Good persuasive, compelling writing style, which expresses outcomes whilst engaging the reader’s emotions. * Ability to prioritize own workload effectively to achieve deadlines and to meet income targets. * Ability to maintain up-to-date records and accurately track progress. * Ability to use own initiative, with excellent planning skills. | Experience of working with vulnerable groups. |
| Experience/Knowledge | * Experience in working with, following and understanding simple budgets. * Highly competent with IT, and skilled at producing attractive designs and documents online. * Experience of, and effective in, working in a team environment, inclusive of volunteers. * Positive, optimistic and resourceful when dealing with obstacles and change. | Experience in bid writing and possess a track record of successful grant submissions.    Experience using the GSuite. |