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**We’re recruiting a Fundraising Coordinator**

**Position Title:** Fundraising Coordinator

**Reports to:** Operations Coordinator

**Based at:** Easton Business Centre, Felix Road, Bristol BS5 0EH

**Hours:** 2 days per week (option to work flexibility)

**Term:** 1 year fixed term contract with 3 months probation

**Salary:** £30,255 pro rata (£12,102 per annum)

**Proposed Start Date:** As soon as possible

**Closing Date for Applications:** 31st January 2023 (We will consider applicants on a rolling basis, subject to closing earlier if we find the right candidate.)

**Interviews:** to be confirmed

**The Organisation**

Project MAMA is a peer support service launched in March 2018, offering antenatal, birth and postnatal support to birthing people who are asylum seekers, refugees, or have experienced displacement. We have supported more than 80 women in Bristol through linking mamas with specialist birth companions who provide nurturing support to those who have overcome significant adversity on their journey to parenthood, often experiencing multiple vulnerability and systemic discrimination. Our work aims to ensure these women are able to experience equality when accessing maternity services.

**Mission**

We believe that every woman has the right to give birth safely, make her own empowered choices, and receive the support she needs for a positive birth and early parenting experience.

**The Role**

Our fundraising team is expanding to adapt to the growth and needs of the organisation. We are looking for an in-house Fundraising Coordinator to increase our income to secure the future of the project and meet higher demand.

The successful candidate will have demonstrable experience of successful bid-writing to trusts and foundations. You will build on a successful grant funding programme that Project MAMA has successfully built throughout the last two years.

Alongside securing short-term and multi-year grant funding, they will play a key role in securing unrestricted funding through effective trust fundraising.

They will have strong written and verbal communication skills and articulate the scope of our work in a compelling and creative way. The ability to develop and maintain excellent donor relationships will be key.

They will have proven skills in understanding funding finance management as well as budget development and will be working closely with our Operations Coordinator. They will report to our CEO and Treasurer on our Board of Trustees.

The successful candidate will need to be highly proactive, self-motivated and able to manage their own time, working closely with the Operations Coordinator and CEO to secure the annual budget of £220,000.

**Key Tasks**

**Fundraising**

* Researching and managing a strong pipeline of funding opportunities
* Writing and submitting applications for short and long-term grants and letters of enquiry to smaller trusts
* Maintaining communication with funders and donors including writing and sending project updates, end-of-grant reports and thank you letters
* Working with colleagues to meet fundraising targets to enable delivery of the organisation’s projects and strategy
* Collating, analysing and presenting data on performance against budget and Key Performance Indicators in collaboration with the Operations Coordinator
* Preparing reports for our stakeholders including the Charities’ trustees

**General**

* Attend team, staff and other meetings as required
* Work in line with our policies, procedures, aims, objectives and values
* Complete any other tasks you are asked to perform that link with your role.

**Key Skills & Experience**

**Essential**

* Excellent track record of success in fundraising;
* Experience of contributing to trust applications and reports or writing successful bids/application forms;
* Experience of securing partnerships with trusts, corporates and foundations;
* Strong IT skills;
* Experience of budget management;
* Experience of working with and meeting KPIs;
* Excellent interpersonal skills with experience of building and maintaining good working relationships with individual donors and key stakeholders;
* Accurate record keeping and reporting experience;
* Able to work independently and self direct;
* To support our guiding principles;
* Excellent time management skills, managing competing priorities and meeting deadlines;
* Building and maintaining relationships with stakeholders;
* Skills in researching and consolidating information from different sources

**Desirable**

* Institute of Fundraising qualification or equivalent;
* Experience working with a CRM system;
* Experience working with displaced people, refugees and asylum seekers or expectant or new mothers

We particularly encourage applications from people with lived experience of migration and/or displacement and those who are currently underrepresented in the UK charities sector, including people from lower socio-economic backgrounds, LGBTQ+ people, people from diverse ethnic and cultural backgrounds, people who experience racism, disabled and neurodivergent people. Project MAMA is currently undertaking some careful reflective work with a view to ensuring our policies, recruitment process and working culture are aligned with our commitments to radical support. If you do not feel like you fulfil all the requirements but are interested in the role, please do contact us to discuss.

We will endeavour to make any reasonable adjustments for applicants during recruitment and for our team as required. If you have particular accessibility needs, please get in touch and let us know any requirements you may have.

We welcome informal enquiries to discuss any questions you might have about the role or application process, just email support@projectmama.org.

**To apply:**

**Submitting your application**

Applications must be submitted using the application form supplied by Project MAMA which is available from the website (projectmama.org) and submitted as a **Microsoft WORD** document sent as an email attachment. Please **do not submit PDF’s**, or any other document format.

Please **do not send CVs or detailed covering letters** as only information that is contained within the application form itself will be used when we shortlist candidates.

*The employment of an applicant is contingent on satisfactory references and an enhanced DBS check.*

*Registered Charity Number 1182112*