



Someone to talk to when you need it most

## Fundraising Officer (Grantmaking Trusts)

**Hours per week:** 17.5 (0.5 FTE)

**Contract:** Permanent

**Salary:** £21,000 - £26,000 FTE; approx. £10,500 - £13,000 pro-rata

**Reports to:** Chief Executive

**Responsible for:** Fundraising volunteers

The Harbour is a small charity based in the centre of Bristol. Our vision is that everyone in Bristol has a safe space to talk and be listened to when they face death, dying and bereavement. Since 1991 we have offered counselling and psychotherapy services to people with a serious or life-threatening illness, their carers and loved ones, and people who have been bereaved. Since the Covid-19 pandemic we have transitioned from face-to-face counselling to offering these services remotely via video call and telephone. We are currently planning a return to face-to-face services alongside virtual sessions. Following the pandemic our service is more important than ever, and we have seen a significant increase in demand for the counselling we offer.

This is an exciting opportunity for an ambitious and proactive trusts fundraiser to work within a small, friendly and dynamic charity that makes a genuine difference to thousands of people in Bristol each year. The role will involve the strategic development of large, multi-year grants, and managing our existing programme of applications to smaller family trusts.

We are looking for an organised, meticulous and persuasive bid writer. You will also need to be tenacious, resilient and persistent, with strong written and verbal communication skills. You will have experience of developing and maintaining relationships with a variety of stakeholders and colleagues, and you will have the sensitivity and tact that is needed for working within a charity that supports people affected by life-threatening illness.

If you have a track record in securing grants and building relationships with grantmaking trusts and you are looking to take the next step in your career, this is an ideal job. You will work closely with the Chief Executive to develop our existing pipeline of funders, building on several years of growth that has seen us increase income from grantmaking trusts significantly.

We have recently invested in a fundraising CRM which will support your activity, and you will be inheriting a pipeline of committed and passionate funders who have supported us for many years. You will be joining us at a crucial time as we look to grow our service and connect with people who don't know about us but may desperately need our support. This is an opportunity to help transform our organisation, raising money to deliver more of our life-changing services and taking us from Bristol's best kept secret to a household name in the city.

If you want to join our friendly and committed team then we would love to hear from you. To request an application form, or to arrange an informal conversation about the role, please email [recruitment@the-harbour.org.uk](mailto:recruitment@the-harbour.org.uk).

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Registered Charity No. 1008360 | Registered Company No. 2681075

## Key responsibilities

### Securing income

- Raise significant funds (annual target of £150,000+) in the form of grants from trusts and foundations.
- Maintain the prospect pipeline, submitting and tracking applications and liaising with grantmaking trusts at all stages of the process.
- Develop a comprehensive rolling programme of targeted and specific funding applications, including mailings, increasing the number of grants, our average grant amount, and the duration of our grants.

### Reporting

- Ensure that funders receive timely and appropriate information about the progress and outcomes of projects.
- Report on fundraising income and expenditure (including actual and forecast budgets).

### Relationship management

- Develop and build relationships with existing, new, and former funders.
- Build relationships with The Harbour's therapists, administrative staff, and Trustees, working with them to understand the service, develop new projects and increase our network of supporters.
- Work with the Fundraising and Comms Officer to build relationships with funders and prospective funders.

### Research

- Take a proactive and creative approach to researching and qualifying fundraising prospects (including grant-making trusts and foundations, companies, individuals, and statutory bodies).
- Raise The Harbour's profile in the grantmaking and voluntary sectors, creating opportunities for grant applications and collaborative projects.

### Strategy

- Work with the Chief Executive and board of trustees to refresh the organisation-wide Fundraising Strategy, oversee its implementation and progress, ensuring that the organisation meets KPIs and targets.
- Research and prepare the Trusts Fundraising Strategy that sits within the organisation-wide Fundraising Strategy.

### Other areas

- Develop The Harbour's use of fundraising volunteers, managing them as appropriate.

## Person Specification and experience

### Essential criteria

- A track record of securing large grants from grantmaking trusts and foundations.
- Strong communication and interpersonal skills, with the ability to present compelling cases for support verbally and in writing.
- Experience of producing engaging, detailed and accurate reports for funders and internal management teams.
- Experience of using and managing a supporter database (eg CiviCRM, Salesforce etc).
- An organised, methodical approach to work, with the ability to multi task effectively.
- Ability to self-manage and work independently in a flexible environment with minimal supervision.
- A willingness to get involved, and the enthusiasm to turn your hand to a variety of tasks in order to achieve goals.
- Strong interpersonal skills, and ability to work collaboratively as part of a team.
- Strong attention to detail, patience and persistence.
- Sensitivity, tact and diplomacy.

### Desirable criteria

- Experience of writing grant applications for a physical health or mental health charity.
- Experience of writing grant applications for a counselling/psychotherapy charity/agency.

## Application process

To apply for the role please email [recruitment@the-harbour.org.uk](mailto:recruitment@the-harbour.org.uk) to request an application form. The deadline for applications is **9am on Monday 10<sup>th</sup> May 2021**.

Interviews for shortlisted candidates will take place during w/c 17<sup>th</sup> May. All interviews will take place over Zoom.

Please note we request no contact from recruitment agencies.