

Fundraising Officer (Grant-making Trusts)

Who we are

The Harbour is a small charity based in the centre of Bristol. 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. At a unique point of potential growth for the organisation, we have innovative and ambitious plans to meet this demand and are looking for the right person to support our efforts. There is big potential for the individual to grow their experience and career alongside growth at The Harbour.

The role

This is an exciting opportunity for an ambitious and proactive individual 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 trusts. You will work closely with The Harbour's new Chief Executive and existing Fundraising and Communications Officer to further develop the Fundraising Strategy.

You should apply if

We are looking for an organised, meticulous and persuasive writer to draft grant applications and bids. 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.

Ideally, you will have a track record in securing grants and building relationships with grant-making trusts but if you are a great writer with transferable skills (you might come from a sales, marketing, PR or business development background) we'd love to hear from you.

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 apply, please visit <https://the-harbour.org.uk/about/work-with-us/>. If you would like to have an informal conversation about the role, please email recruitment@the-harbour.org.uk.

Fundraising Officer (Grant-making 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: N/A

Main Job Purpose

The Fundraising Officer (Grant-making Trusts) will be responsible for writing bids and securing significant funds to support the work of The Harbour. The role will involve developing and nurturing relationships with existing and prospective grant making trusts and grants. This key role will involve the strategic development of large, multi-year grants, and managing an existing programme of applications to smaller trusts.

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 grant-making 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 grant-making 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.

Person Specification and experience

Essential criteria

- Skilled writer with strong strategic focus.
- Experience and proven skills in presenting compelling cases for support, verbally and in writing
- Demonstrable success of securing significant income and achieving challenging financial targets and/or equivalent professional achievement.
- Excellent written and oral communication skills.
- An organised, methodical approach to work, with the ability to multitask 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

- A track record of securing large grants from grant-making trusts and foundations.
- 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).
- Experience of writing grant applications for a physical health or mental health charity.
- Experience of writing grant applications for a counselling/psychotherapy charity/agency.



Someone to talk to when you need it most

Application process

To apply for the role please visit: <https://the-harbour.org.uk/about/work-with-us/> The deadline for applications is **9am on Monday 8th November 2021**.

The Harbour recognises the positive value of diversity and is dedicated to being an inclusive organisation. We encourage applications from people of all backgrounds and are committed to having a team with a diverse set of skills and experience.

Please note we request no contact from recruitment agencies.

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