Fundraising Coordinator

Job Description

Salary: £22,950 - £28,050 depending on experience (plus benefits)
Hours: 80% or full time (28 - 35 hours per week)
Contract: 12 month contract (with a probation period of 3 months)
Location: Ideally - The Old Music Hall, Cowley Road, Oxford, OX4 1JE
Applications due: by midnight 21st August 2018
Interviews: week commencing 3rd September 2018
Role envisioned to start October 2018

We're looking for a motivated and organised individual to coordinate the fundraising activities of our growing team as we work to transform public engagement with climate change. Reporting directly to the Executive Director you'll be responsible for administering grant applications, maintaining existing relationships with donors and potentially community fundraising. This is a varied and dynamic role where direct experience of fundraising is beneficial but where an ability to support the team, be proactive, and manage systems for submitting funding applications is most critical.

You will use your organisational skills and eye for detail to provide a mixture of essential coordination, operational and administrative support, in a busy and friendly office.

Background

Climate Outreach are an Oxford-based 'think-and-do' tank, and Europe's leading specialists in climate change communication. Our aim is to create a society where climate change and its human impacts are understood, accepted and acted upon in a manner that creates a truly sustainable future.

We have over 14 years of experience widening and broadening public engagement with climate change, and our reputation is built on our careful and consistent use of academic research in our projects and publications. Through collaborations with some of the UK's leading universities, consultancy and commissioned work from the public and voluntary sectors, we have developed a diverse and growing portfolio of research projects.

Over the past three years the organisation has expanded significantly and now operates internationally. Our expansion is based both on the increasing recognition of the need for our work combined with our growing reputation which has meant we have an ambitious business plan that you will be central to delivering and further developing

Responsibilities:

Reporting to the Executive Director you will be working with teams across the organisation to support the delivery of successful grant applications and related reports whilst administering relationship with individual donors and potentially coordinating fundraising events.

The responsibilities for this role will include:

Grant Administration (c.70% of role)

- Coordinating grant applications
    - Planning and coordinating grant writing timelines and related activities
    - Supporting the creation of written proposal outputs e.g. proofreading of reports
- Maintaining accurate records :
    - Being responsible for entering and maintaining fundraising records in the organisation's CRM database
    - Entering new project proposals and updating throughout project cycle
    - Producing fundraising reports and analysis
- Identifying new opportunities:
    - Keeping up to date with fundraising newsletters etc to identify new opportunities
    - Proactively seeking out new grant opportunities, based on criteria agreed with the Senior Management Team
- Ensuring grant reporting is delivered effectively, and on time
- Organising monthly 'Trust and Foundations' meeting, managing agendas and minute taking

Individual donors (c.20%)

- Ensuring records of new and existing donors are kept up to date and coordinating the delivery of related correspondence e.g Thank you cards
- Regular monthly reporting on donations received via the Charities Aid Foundation (CAF) web portal
- Coordinating any individual fundraising appeals

Fundraising Events such as speaker events or conferences (c.10%)

- Logistics support e.g. room, venue and travel arrangements
- Managing invite and participant lists
- Coordinate production of associated resources
- Event set up which may include supervising volunteers / staff helpers.

General (across all areas)

- Organising meetings with funders for members of the team
- Support the induction and training programmes of new team members
- Leading on compiling a quarterly Fundraising report for the Board of Trustees
- Contributing to the production of the organisation's Annual Report
- The post-holder may be asked to perform other appropriate ad hoc duties as required by the position (such as contributing to Away Day planning). This may include evening or weekend work to support the organisation's events or other activities.

Person specification

Essential

- Administrative experience in a busy office environment, ideally related to fundraising
- Good organisational and time management skills and the ability to prioritise a varied workload and meet deadlines
- Ability to support teams in successfully delivering ambitious outcomes
- Good numeracy skills with a proven competence of working with financial information; the ability to work confidently and accurately with figures and present data clearly
- Excellent written and verbal English with good attention to detail and ability to communicate clearly and confidently to a variety of audiences
- Experience of using CRM Databases or similar
- Strong interpersonal skills and ability to work with a variety of staff and external stakeholders
- Flexibility and a willingness to learn and adapt within the work environment
- Competent user of IT packages e.g. Google Drive/Microsoft Office
- A commitment to Climate Outreach's values - see below

Desirable

- Work experience in a professional fundraising team
- Experience working in small charity, or non-profit, start up or social enterprise.
- Interest in building public engagement with climate change
- Driving Licence

Our Values

1. We believe that allowing wider sections of society to engage with climate change through their community values is a key element missing in addressing climate change
2. We believe climate change is not just an environmental issue but cuts across all areas of society: social, economic and political. We therefore prioritise both reaching diverse audiences and diversifying our team
3. We believe we have an important perspective and contribution to make, but only ever have part of the picture and by working with others can collectively address the issue
4. We believe that, as far as possible, we should exemplify and demonstrate ways of reducing emissions in the short term in ways that will have a meaningful systemic impact
5. Our personnel are our key resource and we will strive to ensure they are motivated by their role, have job security and seek to provide the optimal balance of support and challenge
6. We believe climate change exacerbates social injustice and this threatens stability and wellbeing for everyone. We work to address social injustice throughout our work and support democratic institutions.