



Fundraising Coordinator

Climate Outreach is seeking an enthusiastic, committed individual, with experience in fundraising and a passion for climate change communication. You'll be responsible for researching, recruiting and retaining a portfolio of small and medium scale funders for exciting national and international projects that are driving public engagement on climate change. You'll be liaising across and beyond the organisation as you develop proposals that meet the needs of both these funders and Climate Outreach's objectives. You'll be able to work flexibly in a creative and fast-moving field.

Key to success in this role will be the ability to understand why our work is important and how we deliver it, and to communicate this to a variety of donors, conveying both the urgency and the opportunity. As we are a growing organisation, part of your role will be developing and improving fundraising practice within Climate Outreach.

This will be a highly stimulating and enjoyable job with many opportunities for building experience and developing new skills. You will be working within an enthusiastic team and working closely with our social scientists and operations staff across the organisation.

Salary: Starting salary £24,328.00 - £27,031.00 (FTE)

Benefits: If eligible 3.5%-5% pensions, enhanced parental leave pay, cycle scheme, flexible working arrangements and 33 days of annual leave.

Hours: 28-35 hours per week

Reports to: Senior Fundraising Lead

Location: Oxford office or home-working with the ability to travel for regular meetings in Oxford

Job Description

Fundraising – Trusts and Foundation

- Recruit and retain new small trusts and foundations through proposal and report writing, as we increase the number of our donors giving up to £20K unrestricted income
- Research new small, medium and large philanthropic donors (including trusts and foundations) as we look for new opportunities
- Maintain organisational databases on trusts and foundations following internally established protocols and processes

Fundraising – Individual donors

- Improve and maintain excellent donor journey to increase the number and value of gifts from individuals
- Coordinate the development and delivery of annual fundraising appeals with Senior Fundraising Lead
- Maintain organisational databases on individual donors in a GDPR compliant manner with support from the Operations Department

Fundraising – General

- Coordinate internal fundraising processes – e.g booking meetings, scheduling proposal development and reporting, compiling the impact of our work to report to donors
- Work with the Senior Fundraising Lead and Operations Department to coordinate our fundraising administration e.g. delivering timely and accurate grant acknowledgements

External Relations Department

- Support the External Relations Department by coordinating the fundraising and communications activities at our external events, such as our Annual Awards Ceremony
- Coordinate production of departmental outputs such as the Annual Report, impact statements and testimonials
- Maintain and manage our internal CRM systems, relevant to fundraising
- Manage inbound income generation related enquiries and opportunities through our mailboxes ●

Contribute to the wider development and growth of the External Relations department

- Undertake other appropriate tasks as required in the ongoing support of Climate Outreach's work

Person Specification

Essential

- At least 2 years fundraising experience with either Trusts and Foundations or Major Donors
- Experience in writing persuasive and successful funding proposals to Trusts and Foundations or Major Donors
- Experience in reporting to Trusts and Foundations or Major Donors
- Basic financial acumen in grant funding models including project budget development, monitoring and reporting on income targets
- Excellent communication and relationship building skills that have led to happy, repeat donors and strong internal working relationships
- Knowledge of GDPR requirements relevant to working with individual donors, or willingness to learn GDPR
- Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities, and proficiency in using coordination tools e.g. Asana
- Proficiency in office IT including Google's G suite applications and CRM software e.g. CiviCRM
 - A self-starter with the ability to anticipate problems and find appropriate solutions
- Commitment to continuously improving processes and willingness to adapt to changing situations
- Ability and desire to learn and pick up new skills quickly
- Interest in building public engagement with climate change and a commitment to the values of Climate Outreach (see below)

Desirable

- Experience of working in the not for profit sector
- Experience in working with a fast growing team

Our values

Collaborative

- We co-design work with partners and seek to equip others with expertise and knowledge. We act in service to others and the wider movement.
- We empower each other by working closely together in a supportive manner, sharing ideas and knowledge. We actively seek to work without silos and with flexibility.

People-centred

- We put people at the centre of the climate story, rather than science, technology, finance or policies.
- We treat each other with respect - as equals with concerns, hopes and aspirations.

Credible

- We are evidence-based and research-led. Evidence is our starting point, not an add on.
- We seek to live by our values, including by reducing our carbon footprint. We know this isn't easy but we do our best. Where we struggle, we are open and honest about that.

Integrated

- We act as a bridge between different sectors, disciplines and communities.
- We recognise that public engagement and the work we do is a part of the puzzle, along with the work by other actors in the climate sector.

Focused

- We focus on doing meaningful work that makes a difference to our mission. We seek leverage points in order to create systemic change.
- We recognise the tension between committing to our work and maintaining our wellbeing. We do not sacrifice the wellbeing of staff to this value, because we recognise that happy staff allow an organisation to be dynamic and creative.

Diversity, equity and inclusion

Climate Outreach is committed to providing equal employment opportunity in all of its employment programs and decisions. We recognise that a diverse and inclusive movement is critical to solving climate change and that we must ensure that those directly impacted – particularly those who have been excluded in the past – are at the centre of the movement for change.

We do our best to make staff positions accessible to all potential team members, regardless of race, colour, national origin, ethnicity, age, disability, assigned gender, gender expression or identity, sexual orientation or identity, religion or creed, veteran status, and marital or parental status. We strive to recruit team members from communities most impacted by climate change or impacted by other kinds of environmental, social, and economic injustice. We therefore strongly encourage applications from people of colour, women, LGBTQ people and members of marginalised communities. Climate Outreach's Oxford office is wheelchair accessible.

If you are invited to interview for the position, do let us know if you would like any carer's costs that you incurred due to attending this interview to be reimbursed. Interviews will be carried out remotely due to Covid-19.

How to apply

How to apply: To apply please complete our application form as well as our optional diversity, equality and inclusion monitoring form and email to recruitment@climateoutreach.org with the job title as email subject.

Application deadline: until position is filled

Interviews: The interviews will take place w/c 14 June 2021. The interview will include an exercise to complete. Interviews will be carried out remotely due to Covid-19.

Start date: The role is envisioned to start on 1 July 2021.