

Fundraising Lead



Job Title: Fundraising Lead

Hours: 2-3 days (with flexible working)

Salary: £33,000 (pro rata)

Location: 360 Middle Park Avenue, SE9 5QH

Duration: Permanent

About the role

As a small charity, our staff team work closely in a flexible, cooperative working style. Prioritising the best service to our guests, all team members thrive off a fast paced and dynamic environment which varies day to day. We are looking for someone enthusiastic who can be flexible and adaptable in a fast changing and highly rewarding work atmosphere, and that shares the vision of our staff and trustees.

Our Fundraising Lead plays an important role in advancing the mission of our homeless projects by effectively fundraising efforts to various stakeholders. This position requires strategic communication skills with fundraising expertise to ensure the shelter's sustainability and growth.

This role offers the opportunity to make a meaningful impact on the lives of individuals experiencing homelessness while developing your skills in communication and fundraising to support the charity's mission. We as an organisation are committed to ongoing professional development through our network of partners and support organisations both local and national.

The post-holder will need to apply a flexible approach to working, based on the seasonal and long-term workload associated with working on campaigns and ongoing projects. The ideal candidate would therefore be able to work their contracted hours flexibly to meet the demands of the role.

Key responsibilities:

Fundraising

- Develop fundraising strategy, both ongoing and episodic e.g. Big Give (campaigns and initiatives) to support the charity's operational needs and long-term sustainability working with the CEO & Trustees.
- In cooperation with the team, drive preparation of grant proposals and reports to secure funding from foundations, corporations, and government agencies.
- Take a lead on writing funding bids
- Research possible grant making bodies from which the charity may be eligible for funding

- Maintaining and expanding a regular giving campaign and promote it to increase individual direct debit and other digital regular giving
- Plan and organise fundraising events, charity drives, and online fundraising campaigns.
- Collaborate with internal teams, including staff and volunteers, to gather stories, testimonials, and programmatic data for communication and fundraising purposes
- Report on and ensure follow-up criteria is satisfied for existing funding
- Prepare regular reports on communication and fundraising activities, outcomes, and financial performance for the leadership team & trustees.

Donor Relations

- Maintain excellent relation with donors by acknowledging donations, providing updates on impact, and maintaining ongoing communication.
- Create personalised donor communication materials, such as thank-you letters, impact reports, and donor newsletters
- Maintain a database of donors, segmented into Major donors, occasional donors, regular donors etc. to ensure appropriate communication.

A successful candidate will ideally demonstrate:

- Excellent organisation, communication and interpersonal skills
- Confidence in communicating via different platforms
- Ability to work collaboratively as part of a team
- A commitment to supporting people experiencing homelessness and to preventing and ending homelessness for all
- Ability to work independently, manage multiple projects simultaneously, and meet deadlines in a fast-paced environment
- Proven experience in fundraising, or related roles
- Excellent written and verbal communication skills, with the ability to craft compelling narratives and messages
- Any other tasks

To apply for this role, please send your CV and a cover letter to hello@greenwichhomelessproject.org.uk. The closing date for applications is Friday 30 May, and interviews will be held during the week beginning 9 June.