

## **Job Description: Fundraising Co-ordinator**

### **Stripey Stork:**

Stripey Stork is a registered charity (1161613) who believe that every child deserves the same start and that we can support a circular economy in a focused and meaningful way.

We take donations of new and pre-loved items for babies and children up to 16 years (clothes, equipment, furniture and toys). After making sure they are safe and clean we rehome them directly with those who need them through a network of community professionals.

We have responded to over nearly requests and passed items worth £2m back into the community.

Stripey Stork have no political or religious affiliations and simply want to see essential items reused in the community by those who need them most. We value all the people who come into contact with or work with Stripey Stork, and we aim to offer a positive, professional and conscientious service.

### **Key responsibilities of the role:**

- Develop an overall funding strategy for Stripey Stork with the support and guidance from the General Manager and Treasurer
- Develop a repository of essential information relating to national and local trust and grant funds
- Develop and maintain a calendar of funding activity that tracks the application window for key grants and also when end-of-grant forms need to be returned
- Research and prepare proposals for existing and new fund applications
- Prepare compelling and well-written bids that accurately reflect the needs of our growing organisation
- Ensure Stripey Stork is well placed to submit applications in advance of funding deadlines and that it meets its obligations on end-of-grant reporting
- Act as an initial point of contact for fundraising and sponsorship enquiries
- Keep the Trustees informed on the status of applications made and of new fundraising prospects
- Contribute ideas for corporate fundraising e.g. research funding opportunities for the annual Santa Stork campaign
- Balance the time-cost ratio to focus efforts on the most appropriate fundraising activities with the highest chance of success
- Be willing to help organise events and get involved in a variety of imaginative fundraising activities
- Be willing to contribute ideas and assistance to ensure the organisation meets its targets and remains successful
- Ensure that all fundraising is carried out within charity commission guidelines: <https://www.gov.uk/topic/running-charity/fundraising>

**Key attributes required for the role:**

- A knowledge of the way Stripey Stork operate and support for our cause
- Experience of working within a fundraising function is preferable but not essential
- Experience of preparing bids or gathering information for business cases and projects is expected
- Good organisational skills and high level of attention to detail
- Ability to build and develop professional relationships
- Proactive attitude and an entrepreneurial attitude to fundraising
- Willingness to work flexibly on occasions – in terms of both time and task
- A friendly, personal manner and ability to be polite and courteous to all those wishing to support Stripey Stork
- Comfortable managing an email account and competent at navigating MS Office
- Note that some evening or weekend work may be required for specific fundraising events

**Hours of work:**

10 hours per week (office-based and/or home-based)

41 weeks per year (4 weeks August break, 2 weeks Christmas, 2 weeks Easter and one week for Autumn, Spring and Summer half term holidays - *all dates to be set in July each year for the following 12 months*)

**Role reports to:**

General Manager

**Location:**

The role is based in the Trafford Building, Quarryside Business Park, Thornton Side Redhill, RH1 2LJ. *(Please note that the organisation is planning to relocate to Reigate in Q2 2019)*

On occasions the role holder will be asked to represent the organisation at events in the local area. Reasonable travel expenses will be reimbursed.

**Contract:**

This position is a permanent contract. The rate of pay is £10.82 p/hour.

To apply send a CV and covering letter to: [recruitment@stripeystork.org.uk](mailto:recruitment@stripeystork.org.uk) by 26<sup>th</sup> April 2019.