

JOB DESCRIPTION & PERSON SPECIFICATION

Post of: CIS FUNDRAISER

Length of post:	12 months, thereafter subject to funding
Responsible to:	CIS Chief Executive Officer
Salary:	£12,768 for 14 hours work a week (pro rata of £31,920)
Pension Contribution:	5% from employer
Leave days:	10 of annual leave & 6 of public holidays (pro rata 25 & 15)
Place of work:	CIS office, and from your home in negotiation with CIS / CEO
Days of work:	To be agreed

Purpose of the post: To provide support to Community InfoSource (CIS) in relation to fundraising for sustainability.

Main Tasks

1. Working with the CEO to develop a Fundraising Strategy for all parts of CIS
2. Researching information for and writing individual funding applications
3. Meeting deadlines for funding applications, working with the CEO & Section Heads on submissions
4. Developing non-grant sources of income such as individual donors and sponsorships

1. Fundraising Strategy

- 1.1 Investigate relevant funding sources, maintaining a database
- 1.2 Develop a strategy to address CIS sustainability
- 1.3 Advise on prioritising funders to apply to
- 1.4 Maintain a Fundraising Strategy & tracker

2. Individual funding applications

- 2.1 Investigate funders' requirements in detail
- 2.2 Research CIS current activities and hopes for the future
- 2.3 Research and develop budgets as appropriate
- 2.4 Gather appropriate information for the funders
- 2.5 Write suitable text about CIS and activities, save in re-usable CIS format, and make applications as agreed

These will include:

- a. Submitting applications for small, short-turnaround grants
- b. Submitting medium sized applications (approx. £25,000 p.a.)
- c. Supporting with the submission of larger applications

3. Other non-grant sources of funding or income

- 3.1 Research options for raising unrestricted funds from individual givers through regular monthly or annual donations and help set this up
- 3.2 Research options for raising earned income through providing training and other paid services to statutory or third sector partners

4. Other items

- 4.1 Call, organise and attend Funding Sub Group meetings
- 4.2 Assist with any other relevant tasks
- 4.3 Attend training as required
- 4.4 Be mindful of confidentiality and professional boundaries at all times
- 4.5 Support the ethos, aims and objectives of Community InfoSource at all times

From April 2024

This post is subject to a 6-month probationary review

The Job Description will be reviewed after 6 months in the post

This post is currently funded for 1 year, thereafter subject to successful fundraising

CIS FUNDRAISER

PERSON SPECIFICATION

ESSENTIAL

1. Experience of successful fundraising for a charity, including grants from statutory and charitable sources, multi-year project funding and core funding
2. Experience of maintaining fundraising tracking systems
3. Experience of building relationships with funders and reporting to funders
4. An understanding of financial reporting for grants
5. An understanding of the UK asylum and refugee system
6. Experience of working with an active charitable Board of Trustees
7. An ability to maintain, and an understanding of, the need for confidentiality
8. A commitment to CIS's ethos and principles

DESIRABLE

- a. Lived experience of the UK asylum and refugee system
- b. Experience of working with people seeking asylum
- c. Good team player with experience of working in a small team
- d. Compassionate with good listening skills
- e. Ability to identify solutions and contribute to those solutions
- f. Being self-motivated and solution focused