

## JOB DESCRIPTION & PERSON SPECIFICATION

### CONSULTANT FUNDRAISER

#### Job Description

<b>Time involved:</b>	7 hours a week
<b>Length of post:</b>	6 months minimum
<b>Responsible to:</b>	CIS Chief Executive Officer
<b>Payment:</b>	£250 - £350 dependent on experience
<b>Pension Contribution:</b>	5% from employer
<b>Place of work:</b>	CIS office, and from your home, in negotiation with CIS / CEO
<b>Days / hours of work:</b>	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 & keeping the tracker up-to-date
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 Attend Fundraising 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 October 2025

## **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 in 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