



Full-time Fundraiser – The Winchester Beacon

Job description

Job Title: Full time Fundraiser
Reporting To: Chief Executive and Directors of The Winchester Beacon
Salary: Depending on experience, in the region of £28,000
Hours: Flexible & by arrangement with the Chief Executive (30 to 37 hours)
Location: Working from home or in our Winchester base, with some travel as needed

Job Overview: To increase the provision of funding streams to enable The Winchester Beacon to carry out its objectives and identify opportunities for developing new fundraising projects.

Job summary:

- To work with the Chief Executive, and the Board to plan, initiate and oversee The Winchester Beacon's (TWB's) fundraising strategy, build a fundraising capability, and organise fundraising events that will generate income for specific projects as well as general funds and raise the public profile of the charity.
- To work closely with our PR Co-ordinator to further develop and nurture relationships with existing supporters and donors including individuals and local businesses via regular and targeted communications.
- To agree annual fundraising goals and recommend future events to the Board.
- To oversee implementation of agreed events, enlisting external support where necessary.
- To assist with the identification and application of grant funding opportunities, working with the Chief Executive and PR Co-ordinator to maximise successful grant applications.
- Develop strong links with local businesses to encourage support through fundraising, payroll giving, volunteering, sponsorship, and investment.
- Support individuals and local organisations eager to carry out their own fundraising events and activities.

Duties and responsibilities:

1. Income generation

Create, develop, and manage fundraising activities including events-based activities
Research and contribute to bid writing and grant/trust applications
Work with volunteers to raise funds
Deliver presentations to interested groups and attend events to promote The Winchester Beacon
Develop and broaden corporate support in line with the fundraising plan
Report results monthly

2. Strategic direction

Working with others to create a SMART fundraising plan
Develop a CRM system suitable for measuring the success of the plan as well as relationships with donors

Work with the Chief Executive and PR Co-ordinator to promote projects and raise the profile of The Winchester Beacon

Ensure that fundraising is embedded across the organisation

3. Administration

Planning, budgeting, forecasting, and reporting income

Preparation of fundraising reports for presentation at Board meetings

Maintaining the fundraising database and adherence to the guidelines of GDPR

Contribute fundraising updates to the PR Co-ordinator for social media coverage

4. Other

Good awareness and knowledge of fundraising legislation ensuring compliance with the Charities Act and the Institute of Fundraising and FRSB codes of practice.

Network with other fundraisers and charity staff when possible

Undertake any other duties commensurate with the role

The role requires a willingness to work variable hours which will include occasional weekend and evening work.

5. Person specification:

Experience of charity fundraising

Experience/knowledge of grant/trust applications

Knowledge of CRM systems

Good administration skills

Ability to plan and manage own time and workload

Ability to set and work to goals and targets

Ability to network

Good communication skills

For further details: Please email the Operations Manager, (Rebecca Willis),

at The Winchester Beacon on admin@winchesterbeacon.org.uk

Or look on our website: www.winchesterbeacon.org.uk

Our Vision - To transform lives, inspire hope and end homelessness

Our Mission

To help break the cycle of homelessness by enabling people to rebuild their lives

Our Values

Honest and open - We treat everyone with kindness and respect, without prejudice or discrimination

Safe and supportive - We provide a home where residents can be comfortable and safe and can find the help and restoration of self-esteem they need

Flexible and caring - We foster collaboration to work as a team with residents, staff, volunteers, the local community, and other agencies/partners