

Arun Counselling Centre is seeking a fundraiser to work two days per week (15 hours). The fundraiser would work from home and report to the Director. The person would be contracted on a self-employed basis and so be responsible for their own tax and National Insurance. The current pay is £14 per hour which works out at £210 per week.

This post continues the successful work of the current postholder who has developed ongoing relationship with local and national funders.

We are looking for someone with a good standard of literacy, at least to A-level standard. You would need to also be IT literate and able to use the Microsoft Office suite. You will need good interpersonal and communication skills, a professional manner and the ability to build relationships and respect confidentiality. You will need to be approachable, adaptable and conscientious. Experience in marketing or fundraising would be desirable but we are also willing to consider someone who is interested in moving into this field. A counselling background would also be useful.

The duties would include the following:

- Review current and extensive fundraising activities and advise on how to proceed with these.
- Build understanding of organisation and organisational funding needs. Liaise with administrative staff and director to identify needs, opportunities and initiatives within the organisation.
- Build on our current research into potential trust funders (local, regional, national).
- Identify further appropriate funder targets and discuss/recommend to directors to which we should be applying.
- Develop our existing bid pipeline, which will include an annual timetable of deadline dates for individual and relevant funds.
- Complete applications for relevant funds with input from the director and trustees.
- Provide a timetable of when we need to provide feedback to successful funders.
- Provide this feedback at the relevant time and ensure to send reports and updates to all funders on a six month/annual rota, on an ongoing basis.
- Continue to develop strong, long-term relationships with trusts and foundations.
- Produce brief report for the each of trustees' meetings (4x per year) and a more substantial report for the AGM.
- Regularly review funding bulletins and newsletters, keeping up to date with available grants.
- Regularly attend meet the funder and training sessions.
- Identify what additional materials and information we need to collect for our fundraising activities.
- Continue to develop relevant marketing materials to help with fundraising activities, including our existing bank of case studies and quotes for applications.

All informal enquiries to Rob Abbott (Director@aruncounselling.com) or applications in the form of a CV and short covering letter to admin@aruncounselling.com