

Job title: **Grants & Corporate Fundraiser**

Department: **Fundraising**

Reports to: **Fundraising Manager**



Key Relationships:

- Fundraising Manager and staff team
- Wider team across organisation
- Supporters, volunteers and the public
- External partners - businesses and trusts

Cotswolds, Gloucester and District
Reg Charity No: 207006



Hours: **37.5 hours per week.**

Role type: **Permanent -Subject to probation review after 6 months. Flexible working. Evening and weekend work as required.**

Location: **CDCH centre in Cambridge, Glos and home working. Required to be in the office 2-3 days per week.**

Salary: **£27,300 pro rata**

Introduction

As a leading animal rescue charity in the Cotswolds we care for hundreds of abandoned, abused and neglected animals each year. Our job is to make sure our animals are cared for by providing them with a safe space, access to veterinary treatment and plenty of love. Part of our job is to ensure our animals are fully prepared, before they are adopted – no matter how long this may take. Lastly, we carefully match them to a new family to assure they find their forever home.

The Cotswolds Dogs & Cats Home opened its doors in 2016, each year gaining more support from the local community as the profile of the charity has increased. As a key member of the fundraising team, the post-holder will be forward thinking, engaging and flexible as they will be expected to work occasional evenings and weekends throughout the year. Our Volunteer Community Fundraising Committee was founded in 2018 with an aim to help raise funds to support the running costs of the centre. The Committee meet regularly throughout the year to develop and support our own events and actively support our community fundraising activities.

**Please complete an application form and send with covering letter to:
Email: fundraising@cdch.org.uk**

**the Cotswolds
Dogs & Cats
Home**

Key Objectives & Responsibilities

The Cotswolds Dogs & Cats Home is looking for an enthusiastic, ambitious and motivated Grants & Corporate Fundraiser to help grow our income from trusts, foundations and businesses at an exciting stage in the charity's development.

We are looking for someone who is able to work to their own initiative and identify new income generating opportunities whilst maintaining and developing existing relationships.

The successful candidate will have a strong fundraising background, particularly in bid writing or similar, a passion for animals is a must, and a track record of meeting and exceeding targets.

The successful candidate will have huge amounts of energy, commitment and enthusiasm with excellent marketing and social media skills.

Grants

- Maintain and develop our portfolio of trusts and foundations
- Research a pipeline funding list of charitable trusts, foundations and grant-making trusts
- Approach, identify and engage new trust funders
- Work with the Fundraising Manager and the Development Lead on new projects
- Produce compelling, tailored funding proposals for a range of supporters.
- Process and keep accurate records on the CRM (Beacon) of trusts income, expenditure and reporting
- To be responsible for meeting deadlines for impact monitoring and reporting
- Ensure all grant criteria are met

Corporates

- To initiate contact with small local businesses, familiarising them the charity's work. Develop on-going relationships and gain their support
- Continue to manage and cultivate current corporate supporters
- Organise corporate days to encourage engagement with the charity with the support of the Fundraising Administrator to help run the day
- Develop and implement a corporate strategy
- Actively seek and obtain new corporate partnerships
- Look at new ways of working with corporates e.g. payroll giving, events, pennies, other initiatives
- Attend networking events for future prospects
- Co-ordinate 'The Big Give' campaign along with the Individual & Community Fundraiser finding pledges to support our match giving project

Other

- To undertake other appropriate tasks as directed



Skills/Experience

Essential

- Excellent communications skills both written and verbal, to communicate and write to funders and the ability to build good relationships with other team members and internal & external
- The ability to be proactive, seize and capitalise upon opportunities, react quickly and flexibly and translate these into an achievable plan of action
- A strong team player who is confident, creative self-motivated and target driven
- The ability to win people over, to inspire them about the work of the Cotswolds Dogs & Cats Home and motivate them to contribute time skills and financial resources
- Excellent IT skills including use of Word and Excel. Familiar with or willing to learn the use of database packages
- Personal sensitivity toward and empathy with the ethos of the Cotswolds Dogs & Cats Home
- Able to work outside of normal working hours (this will include occasional evenings and weekends)
- Willing and able to lift and carry boxes/items prior to and after events
- Current valid driving licence and use of a vehicle essential

Desirable

- Educated to degree level or equivalent (previous life/work experience will be considered)
- Experience of grant writing
- Knowledge of local funders, trusts and foundations, and charitable trusts.
- Experience of corporate fundraising
- Project management skills
- Able to demonstrate a logical and methodical approach and the ability to develop and implement processes and procedures
- Flexible and adaptable – able to work across the organisation as required during peaks of activity

General information

The charity is an equal opportunities employer and all employees are actively encouraged to contribute to the promotion of diversity.

All employees are required to act in accordance with their responsibilities under the Health & Safety at Work Act.

Data protection

As part of your duties, you will be required to obtain process and use information held on a computer or word processor. You may not use or disclose data for any other purpose than that for which it was recorded. You must only disclose data to authorised persons or organisations as instructed.

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Working at CDCH

Please note that all offers of employment require:

- References deemed satisfactory to the Home
- Proof of eligibility to work in the UK.

All new employees to the charity will be subject to a six month probationary period.

We are unable to allow staff to bring their own dogs with them to work.

The post requires occasional working outside of normal office hours. Attendance may also be required at meetings which may be held in the evenings.

A full-clean driving licence is essential.

This role profile is not exhaustive and may be subject to change to meet the operational needs of the charity.

Salary – £27,300 (depending on experience)

No agencies please.

Benifits

- Contributory pension
- Flexible working
- Hybrid working
- 28 days annual leave inc BH
- Pet Plan insurance discount
- CDCH Charity Shops discount

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