



Vocational and Personal Development for Young People

UK Registered Charity No: 1058540

Esteem Fundraiser

Job title	Fundraiser
Accountable to	Chief Officer & Trustees
Based at	ESTEEM office, Old School House, Shoreham-by-sea
Contract	Part-time, funded for one year with a view to continue subject to funding
Hours	16 hours per week
Pay	£28,000 per year (£11,400 pro rata)
Application Deadline	Wednesday 26th August 2020, midnight
Interview date	Week beginning Friday 4th September 2020 (via Zoom)
Start Date	1st October 2020 (with room for flexibility)
How to apply	You will need to complete an application form which you can find on our website: http://esteem.org.uk/jobs-board/ or contact HR@esteem.org.uk for an application pack

Job Description

ESTEEM is a Sussex-based charity which involves young people and adults aged 14-26 in opportunities to develop confidence, build life-skills and improve well-being. We do this by offering access to 1:1 vocational mentoring, tailored volunteer roles, well-being support services and group activities in a safe and supportive environment.

We are looking for an enthusiastic, innovative and creative fundraiser to join our team and help us generate funds to secure long-term sustainability and enable us to increase opportunities for young people.

As a key member of the team you will be responsible for creating and submitting compelling and bespoke funding proposals and managing funder relationships. You will be required to work on your own initiative to develop persuasive proposals and nurture effective relationships with small, medium and large funders.

Key Responsibilities

- To create and submit compelling and bespoke funding proposals/ applications to charitable trusts/ foundations.
- To successfully manage and develop a portfolio of existing ESTEEM supporters (including thanking, reporting and identifying upsell opportunities) to ensure long lasting relationships and repetition of grants, CSR and individual giving.
- To undertake prospect research, qualifying suitable new funders for approach.
- To ensure all data related to both existing funders and prospects is kept up to date, while maintaining funding databases and setting up new systems where required.
- To contribute to and help achieve the agreed ESTEEM Funding Strategy (through meeting attendance, personal KPI management, 121's/appraisals, planning, and budget re-forecasting)
- To forward any identified opportunities for youth-led projects to the Youth Management Team and support where able.
- To undertake any other reasonable duties, as required by ESTEEM management.
- To support youth fundraising and events teams as and when possible/required.
- To understand and adhere to all ESTEEM Policies and Procedures.
- To keep up to date with ESTEEM's work, key priorities and future plans, to effectively match with supporters interests and identify opportunities for support.

As a youth-led organisation, young people are at the heart of what we do. In this role, you will develop compelling fundraising proposals about our varied projects, and manage a portfolio of trusts and family foundations with grants of between £1000 to £500,000. You will work with ESTEEM's CO to achieve our annual fundraising target – currently £280,000 for this financial year – and will be personally responsible for securing income of c. £180,000 per year.

Person Specification

To succeed in this role you will need the ability to communicate effectively with a variety of internal and external stakeholders, while promoting the values of the charity. Strong written and interpersonal skills are essential, along with experience in a trusts and grants fundraising role.

Experience - at least 2 years of:	Essential	Desirable
1 Trusts and Grants Fundraising experience	✓	
2 Verbal and written communication with both internal and external contacts	✓	
3 Management of multi year funds	✓	
4 Funder relationship management	✓	
5 Management of funder budgets	✓	
6 Experience of working in the youth sector		✓
7 Proven experience of successfully engaging people with a cause and motivating giving	✓	

8	Advanced digital communications and administrative skills		✓
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Skills, Abilities and Knowledge

1.	Creative and able to produce engaging written and visual communications	✓	
2.	Attention to detail	✓	
3.	The ability to distinguish between conflicting demands, scheduling and planning work in order to meet priorities and deadlines	✓	
4.	Strong organisational skills	✓	
5.	Ability to work autonomously as well as part of a team	✓	
6.	Strong working knowledge of Google Drive and MS Office, in particular Excel	✓	

Personal Attributes

1.	Helpful, cooperative and sensitive to the needs and feelings of others, including a commitment to the organisation being youth-led.	✓	
2.	Demonstrate and promote ESTEEM's core values	✓	
3.	Approachability and flexibility in responding to emerging funding needs and unforeseen events.		✓
4.	Dynamic, energetic, imaginative and able to work responsively in a vibrant and fast-changing environment		✓

What we offer

- Excellent Development and Growth Opportunities

ESTEEM's employees are encouraged to consider opportunities to develop new skills or progress including application to new roles in the organisation or just to get involved in various projects happening within the organisation.

- A Diverse and Inclusive Work Place

Equality, diversity and inclusion are central to ESTEEM's values and how we work.

We are proud of our commitment to diversity and inclusion and support young people and staff from different backgrounds so they are able to be their best selves. Our networks include: All Sorts Safer Spaces (LGBTQIA+), Adur Refugees and Possibility People.

- Flexible Working and Other Benefits

We are committed to maintaining your work/life balance. We offer 28 days (pro-rata) annual leave, and operate flexi-working, which allows you to supplement your annual leave entitlement. ESTEEM office hours are 10am-6pm, Monday to Friday though we take a flexible approach to work and working patterns; we also ask

the same of our staff, alongside the ability to work effectively and respond appropriately in challenging circumstances.

If you have the skills, knowledge and drive that we are looking for, and are passionate about making a real difference to the lives of those experiencing homelessness, we would love to hear from you. You will be required to complete a safer recruitment form if you are successful in gaining an interview with us.

For an informal discussion about the role, please contact Cat Vizor, Chief Officer on 07760395085 or cat.vizor@esteem.org.uk

Please complete the application form, without this we will sadly be unable to consider your application. You can access the application form via <http://esteem.org.uk/jobs-board/> or by emailing hr@esteem.org.uk