

Job Outline

Bid Writer / Fundraising Project Officer

10 Hours per week

Pay Point 23 £21,693 *Pro Rata*

Bid Writing, & Monitoring

- Research & assess potential opportunities to obtain funding from any source including grant making trusts, foundations and other sources both national & local in order to fund the charity in line with the Strategic Plan and charity aims.
- Write, edit and complete consistently high quality bid documents and funding applications which are accurate, substantiated and contain compelling content. Ensure these are submitted to deadline. Working with the Board of Trustees, Scheme Organiser, Treasurer, Administrator and others as required.
- Develop and maintain positive relationships with grant giving Trusts, Foundations and other funders.
- Maintain the Grant Funding register.
- Monitor all grant expenditure, ensuring that grant reporting requirements are met and reports submitted according to agreed schedules and in line with current & future supporters criteria.
- Develop links with businesses seeking donations or sponsorship.
- Ensure all donors, sponsors and grant givers are thanked promptly in writing.

Fundraising Events

- Set up and support a Fundraising sub group, consisting of supporters, volunteers and trustees.
- Ensure that all Fundraising events are approved by the Board in advance, and organised and run professionally, promoting Home-Start North Dorset whenever possible. Ensuring no conflicts of interest are involved.
- Lead on organising and supporting agreed fundraising initiatives, providing posters/flyers, working with the Board press lead to advertise. Supply and sell tickets if needed, and provide hands on support at the event. Ensure any licenses required are applied for and in place.
- Ensure all income & expenditure is accounted for and recorded in the agreed format and that a review is undertaken and written up following each event.