

## Freelance Fundraiser Role Description

February 2022

**Do you have fundraising experience with a CIC or charity? Are you looking to engage with a friendly, small but growing organisation dedicated to bringing positive change to communities in London? If so, we'd love to hear from you!**

### About Link UP London

Link UP London began in Battersea in 2016 with the aim of building stronger communities within the city. We do this by connecting people with professional skills to small and medium sized local Social Good Organisations (SGOs – charities, social enterprises and community groups) on short-term, structured, meaningful Skilled Volunteering projects aimed at helping these organisations improve their development, growth, efficiency and impact.

After successfully piloting the idea in Battersea, we registered as a Community Interest Company, and expanded throughout Wandsworth and Lambeth. With the onset of Covid in 2020 and the ensuing lockdowns, we moved our in-person Skilled Volunteering model on-line and opened it up to all London-based organisations and volunteers. With the move on-line, we worked to ensure that our developed approach, focused on human interaction and connections, was maintained within the online space.

We are now London-wide, connecting Skilled Volunteers with local charitable organisations in boroughs throughout the capital. Our small, committed team has matched 230+ projects in 18 boroughs to date.

Over the past year our fundraising has gone from strength to strength: as well as securing 6-figure, multi-year support from the National Lottery, we have also raised funds from a number of individual giving sources, including the Aviva Community Fund, and are in the final stages of developing a new traded income activity. We have significant fundraising infrastructure in place, including grants prospect lists, clear records of past submissions, bid text template documents on recurring application question themes, and a supportive volunteer Fundraising Subcommittee.

### Role Details

**Title:** Fundraising Officer (freelance)

**Time Commitment:** 1 day per week, ideally split over 2 half days, for an initial period of 6 months (with possibility to renew)

**Format:** Remote

**Pay:** £170 per day

**Purpose:** To oversee Link UP London's fundraising activity, primarily grants and individual giving.

**Report:** This role reports to and works closely with the CEO

## Role Duties & Responsibilities

### Grants

- Regularly conduct thorough and effective grant prospect research, including updating existing prospects with new deadlines/requirements etc.
- Plan, draft and submit grant applications of mostly 5-figure sums for both project and core costs
- Maintain clear record-keeping of submissions, results, feedback and reporting timetables
- Work with Skilled Volunteering Manager and Officer to report on successful grants

### Individual Giving

- Continue developing Link UP's knowledge of individual giving possibilities and infrastructure
- Lead on individual giving campaigns as and when they are identified as appropriate
- Work with Communications & Events Officer to refine public communications around fundraising

### General Fundraising

- Oversee delivery and ongoing monitoring of year-long fundraising strategy
- Lead on calling and directing quarterly Fundraising Subcommittee meetings

### General

- Contribute to organisational discussions around long-term strategy
- Contribute to organisational discussions around recording and communicating impact to varying audiences
- Keep abreast of relevant developments and trends in fundraising, the charity/third sector, and London as a city

## Person Specification

### Essential Skills & Attributes

- A strong desire to help and support the charitable sector in London
- Experience successfully raising 5-figure funds for a small non-profit organisation
- Experience representing an organisation in communications with external stakeholders
- Ability to work well remotely and independently as well as with a team

- Ability to prioritise and use limited time effectively
- Strong research skills
- Strong written communication skills
- Strong attention to detail
- Strong administrative and IT skills
- Understanding of relevant sector-wide fundraising trends and city-wide priorities/activities

#### Desirable Skills & Attributes

- Experience working for a small CIC or other non-profit organisation
- Experience being involved with and refining impact reporting processes
- Experience using Microsoft Office Sharepoint
- Ability to take up post within 1 month
- Ability to come into London on an occasional basis for work/social meetings

### Application Details

Please submit a CV and covering letter (max 2 pages) **addressing your suitability to this role in relation to the job description and person specifications and competencies** to [kim@linkuplondon.org](mailto:kim@linkuplondon.org) with the subject line 'Fundraising Officer).

***Please note that applications submitted without a cover letter will not be considered.***

**Closing Date for Applications:** 7<sup>th</sup> March 2022 @ 5pm

**Interview Dates:** 10<sup>th</sup>/11<sup>th</sup> March 2022