**JOB DESCRIPTION**

**Job Title:** Fundraiser

**Location:** Flexible with remote and office-based working (Chislehurst)

**Job Type:** Part-Time

**Salary:** Competitive (based on experience)

**Reports to:** CEO

**The Role:**

We are currently looking for a passionate and motivated Fundraiser who shares our Christian vision and values to help us secure vital funding to support and expand our mission.

**Key Responsibilities:**

* **Fundraising Strategy & Outreach:**
Develop and execute fundraising strategies to engage with churches, individual supporters, and potential funders. Build and maintain relationships with key stakeholders to increase support for Spinnaker’s initiatives.
* **Grant Applications & Proposal Writing:**
Write compelling funding applications, including proposals to trusts, grant-makers, and corporate funders. Ensure all applications are tailored to the funder’s requirements and align with Spinnaker’s mission and goals.
* **Church and Supporter Engagement:**
Support the team to engage with churches and encourage regular support. Contribute to developing and nurturing relationships with individual supporters, through offering regular updates and maintaining ongoing communication to foster long-term support.
* **Funding Research:**
Identify new funding opportunities from a variety of sources including grant-making trusts, foundations, and corporate sponsors. Monitor and report on funding trends and opportunities relevant to Spinnaker’s mission.
* **Reporting & Evaluation:**
Ensure all funders and supporters receive timely and accurate reporting on how their funds have been used. Keep records of current funders and applications to monitor the impact of fundraising efforts and provide feedback to the management and trustees.

**Key Skills and Qualifications:**

* Proven experience in fundraising, with a strong understanding of different fundraising models (churches, individual donors, and grant applications).
* Excellent written communication skills, with the ability to craft persuasive funding applications and reports.
* Knowledge of grant funding processes and experience in preparing successful proposals.
* Self-motivated, with the ability to manage projects and deadlines effectively.
* A collaborative and dedicated team member, eager to contribute to the overall success of the team and get involved in tasks and projects.
* Understanding of the Christian faith and how it relates to charitable work (preferable).
* A proactive approach to identifying and securing new funding opportunities.
* IT proficiency, including Microsoft Office.