



Job description

Job Title: Fundraiser

Location: Tunbridge Wells

Area role covers Fundraising and fundraising communications

Salary: £18,300 pa

Hours: 24 hours per week over 3 days, Remote working from home and Office

Contract type: Permanent

About St George's Childcare

St George's is a registered charity and an Ofsted 'outstanding' nursery, pre-school and out of school club. We care for up to 118 children a day aged 3 months – Year 7. We're the only nursery in Tunbridge Wells to provide subsidised childcare to families in need, at a very low cost or free of charge. This service enables us to support vulnerable children and families who are struggling due to financial hardship, mental health issues, illness, disability and domestic abuse. We currently raise £25,000 a year to provide these places.

Find out more at: <https://stgeorgeschildcare.co.uk/supporting-us>

Role and responsibilities

We are looking for a creative and pro-active Fundraiser to lead and develop an effective fundraising strategy that enables us to achieve our organisation's goals. In this highly autonomous role, you'll have the chance to really make your mark – defining objectives, generating income, raising St George's profile and maximising opportunities with new and existing supporters.

As Fundraiser, you will be responsible for:

- Ensuring income generation in line with agreed target and timescales
- Writing funding applications to trusts and foundations
- Promote and manage fundraising opportunities including local challenge events, supporting participants in their fundraising
- Establish, build and manage meaningful relationships with supporters including individuals, community groups, schools and corporates
- Identifying and following up new funding opportunities and leads
- Promoting St George's to external audiences, including attending community events, to raise St George's profile and recruit new supporters
- Donor stewardship and communications e.g. thank you letters, supporting fundraisers
- Communicating fundraising activity through print, digital and face to face channels including producing regular content for the website, social media channels, newsletters and press releases
- Updating the Donorfy Customer Relationship Management system
- Deliver annual summer and Christmas fairs, including organising raffle, stalls, food and entertainment



- Recruit and manage volunteers
- Working closely with childcare managers, Business Manager and trustee to define fundraising objectives and secure funding for projects
- Oversee our outcomes monitoring process and producing funding reports that demonstrate the outcomes and impact of our work
- Gathering beneficiary case studies through face to face interviews and questionnaires
- Keeping up to date with fundraising compliance and regulations, and ensure all fundraising activity is compliant with GDPR.

There may be some travel and work on evenings and weekends required.

You will be reporting to the Business Manager.

Person specification

The successful candidate will be highly organised, have strong communication and relationship management skills and a flair for multi-tasking. This is a brilliant time to join the St George's team as there are plenty of opportunities to make a big impact, develop your career as a fundraiser and gain experience in a range of fundraising techniques.

Essential criteria

- At least three year's fundraising experience
- Experience writing grant applications or similar
- Demonstrated success in delivering results in a customer-focused environment
- Previous experience of working with, or knowledge of, Facebook and Instagram
- Experience of organising and delivering events
- Experience managing budgets
- Highly organised, able to work independently and effectively prioritise workload
- Excellent project management skills
- Excellent verbal and written communication skills and relationship management skills
- Demonstrated initiative, determination and creativity to find solutions and deliver results
- Passionate about supporting children and families and giving all children the best start in life
- Be a car owner and have a clean driving licence

Desirable criteria

- Experience of updating websites using content management systems
- Experience of using e-mail marketing software e.g. MailChimp and Photoshop
- Experience using databases and/or CRM systems
- Experience working with trustees

To apply, please send your CV and cover letter explaining why you believe you are suited to this role to Morgane Glew morgane.glew@stgeorgeschildcare.co.uk