



**SAMPAD Fundraising Officer (Part Time)**  
**3 days per week (22.5 hours)**  
**£23,398 - £25,951 pro rata**  
**18 months fixed term contract (with potential for extension)**

Closing Date for Applications: Monday 25 June 2018

Interviews: Tuesday 10 July 2018

**We are open to applications from freelancers.**

**PURPOSE OF POST:**

Working closely with the Strategic Projects Director and our small team the post-holder will play a major part in delivering the fundraising function of the organisation.

We are seeking a dedicated and motivated individual to rise to the challenge of fundraising for the company's ambitious plans including celebrating Sampad's 30<sup>th</sup> Anniversary in 2020. This is a rare and exciting opportunity to join the Sampad's team, working to make a difference through finding and securing untapped sources of funding with a particular focus on trusts and foundations.

You will be great at presenting a clear and compelling pitch to potential funders both in writing and in person. Your strengths will also include good quality report writing, understanding of financial data and budgets and strong organisational and administrative ability. You will be able to manage and prioritise your own workload and meet deadlines. You will have strong IT skills, including knowledge of the full Microsoft Office suite and databases. Knowledge of South Asian arts is not necessary – we've got it covered!

We welcome applications from all ethnicities and backgrounds.

**Key Responsibilities: Research;** to conduct research on a range of fundraising opportunities to include but not limited to charitable trust & foundations, public funding, corporate and sponsorship and devise a work programme to achieve income targets.

**Applications;** to prepare highly-effective proposals and applications for project grants within the appropriate deadlines and guidelines.

**Administration;** to ensure timely submission of applications and reporting to funders.

**Key Accountabilities:**

- To deliver on fundraising priorities and growth targets for trust, foundation, corporate, sponsorship and public funding areas.
- In conjunction with the Strategic Projects Director to review and develop an annual strategy for fundraising
- To research and identify appropriate Charitable Trusts & Foundations for applications

- To create a pipeline of new, prospective trusts creating evidenced cases for support
- To write and submit high-quality, targeted funding applications to meet set deadlines
- To keep an up-to-date database of opportunities for support, and review this quarterly
- To host and assist in the delivery of a number of fundraising events throughout the year
- To monitor outcomes and produce timely reports and information as required by trusts
- To work with colleagues across the organisation to help shape projects for funding
- In conjunction with the Finance and Management Administrator ensure that the database is updated & an accurate record of donations and grants is maintained & that donations and grants are acknowledged in a timely fashion.
- To collate statistical information on outcomes which help to evidence need in support of funding applications
- To ensure all activities are carried out so as to recognise and meet the needs of our funders, adhering to best practice throughout and securing the highest possible degree of stakeholder satisfaction levels.
- To undertake a range of administrative duties in support of your own work. The use of email, the fundraising database and IT is an integral part of this post.
- To comply with, promote and contribute to the development of Sampad's mission, policies and procedures
- To support the wider team and undertake any other reasonable duties as may be required. This may include supporting at external events where required.

### **Person Specification**

#### **Essential**

- Minimum two years' experience fundraising successfully
- Experience of working with fundraising databases
- Excellent written communication skills, able to present a case succinctly and effectively
- Ability to understand funding guidelines and to tailor funding applications to funders' requirements
- Excellent research skills and attention to detail
- Proven ability to take initiative and work independently
- Good organisational skills and a systematic approach to work
- Ability to work to conflicting deadlines

- Ability to collate information to produce reports
- High level of proficiency in the use of a variety of software including MS Word, Excel & PowerPoint

### **Desirable**

- Experience of public speaking
- Experience of reporting to funders

### **Personal Qualities**

- Able to work closely with other members of the team in a collaborative way.
- Able to work flexibly - this may include occasional evening and weekend work
- Understanding of and a commitment to Sampad's mission and values
- An interest in the arts and going to see work we produce and programme
- A 'people person' who enjoys networking
- Self motivated, determined and a 'can-do' attitude

**Responsible to:** Strategic Projects Director

**Responsible for:** Occasional freelance staff, interns and volunteers

**Hours:** Part-time 3 days per week (i.e. 22.5 hours per week excluding breaks).

No overtime is paid but the company operates a TOIL system.

**Holiday:** 24 days per annum (including 4 additional fixed days per annum) plus statutory bank holidays *pro rata*

**Probationary period:** 6 months

**Car Parking:** 6 monthly or annual parking passes can be purchased by staff at a specially discounted rate (subject to availability).

### **Application Process**

Please complete the Sampad Application Form available on [www.sampad.org.uk/news/](http://www.sampad.org.uk/news/)

CVs will only be accepted as additional information and not in application for the role on their own.

***If you are applying as a freelance,*** please outline in a covering letter how you think your proposal could work and what your other commitments are at present.

Informal enquiries to Sabra Khan, Strategic Projects Director on 0121 446 3271 or [sabra@sampad.org.uk](mailto:sabra@sampad.org.uk)