****

**Job Advert**

**Fundraising Coordinator**

# Job Title: Fundraising Coordinator (P/T)

**Salary:** NJC SCP 14 pro rata for 30 hrs is £23,238.40 per annum inclusive of Inner London Weighting.

**Hours:** 30 hours a week - 4 days (based on a 37.5 hour week for FTE) – Role may require flexible working.

**Contract:** 12-monthContract, Hybrid working (3 days in office base and 1 day working from home)

**Accountable to:** Chief Executive Officer

**Location:** Based at Mind in Tower Hamlets, Newham, and Redbridge Head office in Tower Hamlets. Although there may be requirements to travel across London and East London.

This exciting position is a key role within our organisation and will suit a tenacious and inventive relationship builder with an eye for detail and a passion for our purpose to help grow and maximise income from Events and activities, corporate sponsorship, income generation and trusts and foundations.

You will lead fundraising and support the CEO and Board of Trustees to further develop a sustainable income base on which to consolidate our work and raise awareness.

You will identify, engage, and approach local corporations and businesses as well as maintain and strengthen relationships with existing supporters. You will work with the CEO and Board of Trustees to implement our fundraising strategy and grow and diversify our base of support through charitable sources including trusts and foundations, corporate supporters, individual donors and events.

You will line manage the Social Media worker and ensure that our website, social media and promotion activities to raise awareness of mental health and our organisation across North East London. You will ensure that our Social Media content are within the National branding guidelines for Mind.

**About Us**

We are a local Mind Organisation, operating across Tower Hamlets, Newham, Redbridge and Havering. With 1 in 4 people experiencing mental health problems at some point in their lifetime, we have a vision of a society where people with mental health and emotional needs are accepted and included without fear of stigma and discrimination. We work towards a society where our clients’ needs, and ambitions are supported and where people with mental health and emotional needs are free from stigma and discrimination. We believe that everyone has the right to access comprehensive services which enables them to reach their full potential and to work towards their recovery.

**The key duties will include:**

* Develop our Fundraising Strategy
* Explore events and activities where we can raise our profile, gain community support and raise unrestricted income to support the charity.
* Ensure that our website and social media promote our work, our successes and opportunities.
* Build relationships with corporate sponsors and organisations.
* Explore income generation through offering training, engagements and consultation with local organisations.

**Knowledge, Skills and Experience Required**

* Proven experience in fundraising, social media and promotion, and events management.
* Education, training and/or relevant experience equivalent to completion of a degree.
* Ability to work with senior level figures and to persuade them to act in support of challenging goals.
* Experience of planning and managing successful fundraising events, activities, campaigns, or grant applications.
* Experience of developing website and delivering social media messages across a range of platforms
* Demonstrate the ability to work as part of a team in a diverse and challenging environment and a collaborative approach to fundraising within the organisation

**Benefits include:**

The access to Continuous professional development (CPD), training opportunities, Company Pension Scheme, and an Employee Assistance Programme

The post is subject to a Right to Work Check and enhanced Disclosure and Barring Service check.

We welcome applications from all sections of the community.

**Closing date:** 9.00am, Friday 10th March 2023

**Interview date:** Week commencing 13th March 2023, Times TBC