**Fundraising Officer (Grants and Trusts)**

**Full time, 37 hours per week, £28-30,000 p.a.**

Initially a two year fixed term post, with the hope to extend based on the role’s success. Line managed by the Director of Change.

**Job Description**

**Who you are**

You are great at what you do and people recognise that

You are confident and credible, with a high level of honesty and integrity

You are a great listener, communicator and relationship builder

You challenge constructively and are open to be challenged

You are passionate about social justice and can be bold and brave when needed

You are organised, able to juggle multiple projects without losing focus

You are self-aware, reflect on your practice and are committed to continually learning and adapting

You are not afraid of letting go, having fun and being part of the team

Your personal values align to Mayday’s values.

**What you do**

• Identify potential funders for bids of a range of sizes, who are likely to fund Mayday Trust

• Support the exec team to prioritise and structure bids based on existing goals and workstreams

• Collect and collate information for bids from colleagues, coordinate their contributions, work with the Finance Manager to cost projects, and submit bids

• Analyse results and develop improved approaches with the team

• Support the wider team to develop fundraising awareness and skills, keep an overview of funding related work across organisation

• Support donor relationships, including support to exec team to ensure progress is tracked and timely reports produced for funders

**The targets for this role**

The team’s fundraising targets for 22/23 are:

• Putting in up to 5 major bids for funding/contracts in the homeless support sector in England, with the expectation that at least one will be won.

• Outside of the homeless support sector up to 3 major bids, with the expectation that at least one will be won, plus one bid to existing warm funder for ‘The Alternative’ approach.

• Small template bids made for unrestricted donations to small funders.

• Identify potential funders for 23/24 bids to replace current major grants.

The income targets in year one reflect the fact that we expect it to take time to recruit and induct the new officer, and for that person to learn about the organisation and build processes and relationships. We do expect you to help us put in credible bids from an early stage. Expectations for year two will be more ambitious, based on the learning from the first year about what works.