



KING'S ARMS PROJECT

Fundraising Officer

King's Arms Project has been working with the homeless in Bedford since 1989. Our Christian identity underpins everything that we do. Motivated by our faith, we are committed to following the teaching and example of Jesus Christ in his identification with those who are poor, vulnerable or forgotten.

We believe:

- There is no such thing as a hopeless case.
- People belong in community.
- People deserve opportunity.
- God is good.

We will:

- Prioritise God.
- Get there together.
- Be part of the solution.

SUMMARY OF POST

This post serves to secure new funding, expand donations, maintain current levels of funding and assist with raising the profile of the King's Arms Project. In conjunction with the other members of the team and with relevant supervision, we expect you to provide a client-focused service in line with the vision, ethos, values and mission of King's Arms Project.

Role reports to: Advancement Manager
Key internal relations: Service Managers, Leadership Team
Key external relations: Funding bodies, local businesses and Schools

King's Arms Project respects individuals of all faiths and none. This post carries a genuine occupational requirement (GOR) that the post-holder be a practising Christian.

This role carries a requirement to be part of the evening and weekend on-call team



MAIN DUTIES & RESPONSIBILITIES

- Researching and exploring potential new funding streams, either through new initiatives from current grants providers or grants from new providers.
- Writing professional and engaging bids for potential grants and awards, with clear budgets, in consultation with service manager and the Advancement Manager.
- Exploring new and innovative ways of generating monies for KAP, which may include fundraising events/initiatives, new sponsors and donors in business and other local bodies.
- Finding ways to increase the number of individuals giving on a monthly basis while retaining and demonstrating value to current donors.
- Where required, building links with potential funders, donors, sponsors, etc. through networking effectively, attending appropriate meetings and forging new relationships strategically.
- Maintain a funding database, recording the progress of bids, grants, applications, etc.
- Monitoring and reporting on grants received, gathering statistics and evaluations required for funders.
- With the Advancement Manager, strategically building links with schools, businesses, churches, clubs and individuals.
- Where required, support the organisation of annual and one-off fundraising events.
- Where required, facilitating and increasing gifts in kind, goods donations, etc.
- Where required, assisting the Marketing & Social Media Officer in promoting the work of KAP locally and nationally.
- Attending Finance Team meetings as required.



ADDITIONAL DUTIES & RESPONSIBILITIES

- Maintaining working practices that reflect the overall ethos and vision of KAP, including following our policies, procedures and code of conduct.
- Promoting the well-being of clients in line with the vision and values of KAP.
- Proactively assisting KAP Leadership Team in developing and making viable suggestions for the improvement of the service and role.
- Informing senior management of service IT requirements.
- Sharing good practice with colleagues in support of the continuous improvement of the service.
- Taking responsibility for personal development.
- Attending and being involved in team meetings, training, prayer/worship times and social activities, as well as all personal development meetings, including supervisions and mentor sessions.
- Respecting and supporting the whole KAP team and volunteers.
- In addition to the duties set out in this job description the post holder may at times be required to undertake additional or other duties to meet the needs of King's Arms Project.



PERSONAL QUALITIES

The Fundraising Officer role is especially suited for someone who fits the following description:

Experience and knowledge of:	Essential:	Desirable:
Experience of bid writing	✓	
Dynamic personality capable of effective networking	✓	
Experience of devising and organising fundraising events	✓	
Qualifications:		
First Aid Certificate		✓
Skills:		
Ability to work to a high standard with an attention to detail.	✓	
Ability to maintain professional boundaries and confidentiality and build relationships with people from a variety of backgrounds based on a desire to serve others	✓	
Ability to think creatively and innovatively	✓	
Self-motivated, able to work alone as well as in a team.	✓	
Excellent IT, verbal and written communication skills with clients, colleagues and professional agencies	✓	
Good time management skills, including the ability to prioritise and plan work to meet deadlines	✓	
Initiative and creativity in finding solutions to complex issues	✓	
General:		
A genuine desire to support the homeless and disadvantaged	✓	
Hold a clean driving licence with insurance for business use		✓
Ability to work flexible hours including evenings, weekends and on-call if required	✓	
Maintain and observe conditions of health and safety	✓	
Willingness to develop within the job and undergo relevant training	✓	
Be committed to Equality and Diversity, willing to learn and take on responsibility	✓	
Be positive, patient and adaptable under pressure	✓	
Be a committed Christian who is passionate about Jesus	✓	



PERSONAL DEVELOPMENT

As part of King's Arms Project, it is our desire to invest in you personally with prayer and opportunity. We do so through mentoring, supervisions, and on-going training. It is assumed that you will cultivate a healthy and regular prayer life and bible study as part of your personal development.

Mentoring

The main aim of mentoring is for employee members to gain support from someone outside their normal working environment. This provides opportunity every 4-6 weeks to address emotional and spiritual health as well as to talk about personal issues that may arise.

Supervision

One-to-one staff supervisions are completed every 4-6 weeks in order to give opportunity to talk through successes, challenges, development/training needs, and other work-related issues as they arise.

Training

Regular on-going training is provided within work hours in the following contexts: Project-wide team training, house team meetings, suggested reading and opportunities for regular professional training.