

Job Description

1. Plan & Co-ordinate Fundraising Bid Writing

- Pursue ongoing funding and support for A+, as agreed with the Executive Director.
- Respond to funding needs that arise within the operation by seeking appropriate funding opportunities, liaising with the relevant members of staff to gather information needed for applications.
- Prioritise timely submissions to those trusts that have a track record of responding positively to A+.
- Maintain accurate records of all bid writing activities, grant applications and grants received.
- Provide updates and reports as required to trusts who have made grants.

2. Supporter Relations

- Ensure all donors are promptly thanked for their contributions, using information provided by the Finance team via the Donations spreadsheet
- Coordinate an annual acknowledgement letter to regular donors.
- Respond to ad hoc requests and queries from supporters in a prompt and courteous manner.
- Assist the Executive Director as required, with direct communications with Major Donors.
- Maintain a running total of all income to ongoing appeals, to assist with update communications to supporters and Directors.
- Prepare and deliver a short fundraising presentation as part of the annual A+ Open Day event.

3. Marketing and Events (all in conjunction with A+ Marketing Coordinator)

- Raise the profile of fundraising events during the year within and beyond A+.
- Ensure dates for fundraising events are in place and literature printed as necessary.
- Assist with copy for fundraising appeal communications.
- Assist with the annual fundraising Summer Drinks and Jazz event, both on the night and in following up afterwards with pledgers/donors.

4. Support:

- Ensure your supporters are kept up to date about your work, prayer requests etc.

5. General:

- Participate in bi-monthly staff meetings and annual Team Time days.
- Assist with other aspects of A+'s work as and when required.
- When working on site, endeavour to participate in daily staff 'devotions' at 8.30am.

6. Personal Development & Training:

- Research and attend events and meetings that present business relationship and personal development opportunities, as agreed with line manager.

I have read & understood the above job description and am happy to do this work for A+.

Signed

Date/...../20.....