

**Tuppenny Barn Fundraiser – Job Description**

**Salary:** £35,000 pro rata, dependent on experience

**Hours:** Three days a week

**Location:** Southbourne, West Sussex – Occasional work from home

**Contract**: Permanent part-time position subject to probationary period

**Reporting to:** CEO

**Closing Date**

**Friday 2nd November midday**

**Interviews**

Interviews for short listed candidates will be held at Tuppenny Barn on Monday 5th November

**Tuppenny Barn**

Tuppenny Barn is located on an award winning organic smallholding and its key charitable objective is to provide children with the experience of growing, cooking and eating healthy food, particularly with disadvantaged children. The charity introduces the concepts of sustainability, biodiversity and conservation to the next generation responsible for protecting the environment.

Tuppenny Barn was founded in 2005 and has subsequently grown from a barren hectare of land into a thriving smallholding. The fully accessible education centre is built with environmentally friendly materials and is an instantly recognisable and outstanding icon for the project. It contains a large kitchen where the homegrown produce is cooked during classes. The site where fruit and vegetables are grown organically is fully accredited by the Soil Association. It works as an outdoor classroom enabling hands-on experience for children on our programmes. The charity currently reaches out to around 1000 children and young people each year and we are committed to expanding our services. Having reached this exciting development stage in the business there is now a requirement for a creative, resourceful and goal-driven fundraiser to join the team.

**Overview of the role**

The successful candidate will assist in the success of Tuppenny Barn by achieving agreed objectives and income targets with a friendly and professional approach. You will be responsible for growing and developing income generated from charitable trusts and grant giving bodies to enable Tuppenny Barn to maintain and develop its education programme and other regular activities. You will also be responsible for setting up a Friends scheme, developing relationships with existing and prospective donors; and identifying and developing corporate opportunities.

The Fundraising Officer will work closely with the CEO and Trustees of the charity to contribute to the financial sustainability of the organisation. You will be joining a small, dedicated and friendly team. This is an exciting opportunity to play a key role in securing vital funds for Tuppenny Barn and have a long-term impact on the charity. We are looking for a solid understanding of fundraising from individuals, corporates and trusts and foundations and with a proven track record in this field. We are seeking someone who is goal-driven and creative with excellent interpersonal communication skills. The Fundraiser will produce and implement a fundraising strategy in conjunction with the CEO and Trustees, in addition to a fundraising action plan and timetable.

**Overall purpose and role**

* Develop a fundraising strategy that addresses all relevant donor audiences, fundraising methods and techniques
* Develop a fundraising action plan and timetable
* Research and develop a database of trusts and foundations, in addition to other grant bodies, aligning funding opportunities with Tuppenny Barn’s strategic needs
* Working with the CEO and other members of the team to coordinate and submit applications to trusts, foundations and other grant bodies to achieve agreed core fundraising targets and fund activities
* To communicate with trusts, foundations and other grant bodies, including written reports, documents and proposals
* To develop, manage and maintain excellent relations with trusts, foundations and grant bodies.
* Manage and develop a Tuppenny Barn Friends Scheme
* To work closely with the CEO and Chair and other members of the board to identify and engage potential patrons, major donors, corporate partners, sponsors and other funding opportunities
* Execute fundraising administration and manage Tuppenny Barn fundraising events

**Person Specification**

**Essential**

* Proven track record in securing funds
* Experience in writing applications to trusts, foundations and bodies
* Experience in researching trusts and foundations
* Experience in developing relationships with corporate partners and sponsors
* Excellent written and verbal communication skills
* Computer literacy and experience of using databases
* Ability to work as a team member
* Excellent planning and organisational skills
* A positive attitude and ability to multi-task and work pro-actively
* Experience of using social media
* Full driving license
* Interest in the environment and sustainability

**Desirable**

* Experience of working in the charity and voluntary sector
* Experience of working with Friends/membership groups and volunteers
* Experience of successfully applying for substantial grants from public and private funders
* Knowledge of Mailchimp
* Knowledge of charity law and Gift Aid