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| Job title: | Freelance Charity Fundraiser |
| Hours: | 15 hours per week |
| Hourly rate: | £13 - £15 (FTE: £25,350 - £29250) |
| Location: | Working from home & attending local meetings/ events around Wiltshire |

Families Out Loud (FOL) is a Wiltshire charity working with families challenged by someone else's drug and alcohol dependency, supporting them to bravely build a better life. We want to reach every family impacted by drug and alcohol use so they can speak out, free from stigma, and receive the support, care and help they need. Our services include one-to-one, group, family and bereavement support, as well as a specialist teen support service.

About the role

As a Fundraiser working with Families Out Loud, you will play a key role in securing funding that supports the charity's Purpose and Vision. You will be an energetic person who is passionate about building relationships to leverage and maximise grant income. Working within our values of Listen, Care, Be Practical and Show Determination, the key responsibilities of the role are:

- Identify, plan and secure funding through one-off and multi-year grants from a diverse range of local and national funders
- Write strong, fluent grant applications that illustrate the Purpose, Vision and Values of the charity
- Establish and nurture relationships with funders
- Work collaboratively with the Trustees and the Marketing Coordinator
- Provide end-of-project reports
- Develop and maintain a good understanding of the charity's services
- Any other duties relevant to the role

Person specification

We expect you to meet most of these criteria. However, we don't expect you to meet every point and welcome applicants with transferable skills and the ability to apply themselves in a new context.

Qualifications & experience

Essential

- At least two years' experience in a non-profit or charity organisation with a proven track record of successful fundraising.
- Experienced in using Outlook, Word, Excel & PowerPoint
- Ability to represent the charity at fundraising events in Wiltshire

Desirable

- Educated to degree level or equivalent
- Experience of organising in-person fundraising events

Skills and knowledge

- Strong interpersonal skills with the ability to connect with funders and stakeholders
- A high standard of written English with the ability to produce clear, concise and effective grant applications
- Strong research skills to ensure approaches to funders are both timely and well-aligned
- A creative, imaginative approach to fundraising
- Good numeracy and analytical skills
- An ability to multi-task and work within deadlines
- Excellent organisational and time-management skills
- Excellent eye for detail
- Ability to work as part of a team to deliver the charity's 5-year Strategic Plan
- An understanding of how addiction affects families