

Fundraising Officer

Responsible to: Chief Executive Officer and Finance and Operations Director

Based at: Mildmay Community Centre, Woodville Road, London, N1 8NA

Terms: Permanent. We are inviting applications for a part-time role (21 hours per week) or full-time (35 hours per week).

Salary: £25,000 - £30,000 depending on experience (pro-rated for part time)

Pension: 3% employer contribution

Annual leave: 21 days plus bank holidays (pro-rated for part time)

Role Overview:

The Big House is an award-winning London-based charity. We are entering an exciting period of development which will include a move to new premises in late 2018. We seek a talented and motivated individual with a background in Trusts/Foundations fundraising, plus Major Donors and/or Corporates to:

- Play a lead role in delivering a capital fundraising campaign (securing £200,000 to refurbish and extend our new premises).
- Develop new revenue income streams to enable us to expand our work and activities in the years ahead.

We are looking for a flexible team player who has at least two years' experience in fundraising and is ready to take on more responsibility. You will be a confident and driven individual who enjoys a challenge and is excited to shape the development of a growing charity. You will have excellent interpersonal skills and new ideas for income generation which you are ready to implement.

About The Big House

The Big House has a simple mission: to enable care leavers to fulfil their potential.

The statistics are stark and speak for themselves. While only 1% of children in England & Wales have been in care, they account for 27% of the adult prison population and half of all prisoners under 25. A shocking 46% of care leavers remain continuously NEET (not in education, employment or training) and they are four times more likely to commit suicide.

Through drama and individualised long-term support we help care leavers overcome traumas experienced in childhood so they can make the complex transition from looked-after child to independent adult. The Big House's main activities are: weekly drop-in drama and employment workshops and the 3-month Open House Project which runs twice yearly.

In each Open House Project, 15 care leavers and other vulnerable young people facing problems such as homelessness or family breakdown, participate in an intensive 3-month programme of drama participation, pastoral support and life/employment skills workshops which culminates in a three-week run of a full-scale theatre production. Each young person who takes part in this project is matched with a personal mentor and offered support from a psychotherapist. This helps transform their lives; equipping them with the skills needed to become job ready, lead independent lives and fulfil their potential.

Through our work we have seen the transformational effect that drama can have on at risk young people's lives. The strict discipline required to produce professional theatre imparts vital transferable skills including time keeping, focus, team working, effective communication, ability to regulate emotions and make better informed decisions; empowering and equipping the young people with the skills needed to become self-reliant. We have found drama to be an excellent tool for engaging young people in the project, bringing them from the margins to the centre of society. Since being established in November 2012, The Big House has gone from start-up to award-winning charity.

"I've seen quite a lot of this sort of work with young people, but rarely anything so passionately or so brilliantly acted, and even more rarely so beautifully staged."

Michael Coveney, Whatsonstage

"(Phoenix) sizzles with energy ...this is a pulsating, angry show that should make us angry, too, about the way we let down those who most deserve our care."

Lyn Gardner, The Guardian

"I'm convinced The Big House is plugged into the community in a way that other charities are not. A genuine life transformer, helping the lost to locate a path and stick to it."

Sir Lenny Henry CBE

Responsibilities

Capital Campaign:

- Work with the Finance and Operations Director and Fundraising Manager to develop a compelling case for support
- Work with the Finance and Operations Director, Fundraising Manager and Board of Trustees to set up a Development Board for the campaign
- Create a pipeline of capital prospects spanning Trusts/Foundation, Corporates and Major Donors
- Secure £200,000 in capital funding by the end of 2019
- Convert capital donors to revenue funders post-campaign

Revenue Fundraising:

- Work with the Fundraising Manager to secure new revenue funding to deliver The Big House's charitable activities.
- Grow The Big House's income from Major Donors and/or Corporates by developing new sponsorship and stewardship packages.

Wider Fundraising Responsibilities:

- Set and work to clear fundraising targets alongside the CEO, Fundraising Manager and Board of Trustees.
- Manage a realistically weighted pipeline.
- Maintain the Big House's database with up to date contact information and communications with funders.
- Report to all funders in a timely fashion.

- Keep the team informed of all funding decisions and income generated.

Research:

- Keep abreast of developments in policy and practice for care leavers, ensuring up to date statistical information is used in funding applications.

Monitoring and Evaluation

- Work with project staff to ensure useful and relevant material is gathered across projects, for detailed reporting to funders and the creation of compelling fundraising material.

Other:

- Adhere to and implement relevant policies, including safeguarding, equal opportunities and health and safety.
- Raise the profile of The Big House.
- Other activities as the CEO and board deems appropriate.

Essential Knowledge, Skills and Experience:

- Tangible experience of developing and delivering a capital fundraising campaign.
- Successful track record of securing funding from a broad range of Trusts and Foundations (securing figures in excess of £30,000).
- Successful track record of securing funding from Major Donors and/or Corporates (securing figures in excess of £10,000).
- Strong bid and report writing skills.
- Excellent verbal and written communication skills.
- Ability to work efficiently, making good use of time and resources.
- Ability to take the initiative, be creative and proactive.
- Confident use of IT systems and packages, including Microsoft Office (Excel, Word, Outlook).
- Happy, confident and relaxed when talking to a variety of different people, including young people who may have emotional and behavioural problems.
- Passionate about supporting vulnerable young people to achieve their potential

This post is subject to satisfactory enhanced DBS clearance