

Fundraising and Communications Specialist

The Fundraising and Communications Specialist will work closely with our small team to build fundraising and communications, ensuring the ongoing success of Common Cause Foundation (CCF). The focus of the role will be to build on existing funding relationships to generate core and project funding, to secure new sources of funding, and to raise awareness of CCF with its target audiences.

Responsibilities

Fundraising

- With Directors' support, develop and implement a fundraising plan, including the development and submission of funding proposals.
- Work with the Directors to develop existing relationships with funders, partners and organisations, and to establish new relationships, in order to raise funds and secure direct support for CCF.
- Work with the Directors to identify, engage and steward prospects through ongoing business development, networking, including proposing engagement opportunities
- Explore and develop new opportunities for income generation
- Represent the organisation in meetings and at relevant events to steward existing support, generate new support and build awareness.
- Develop and implement supporter recognition and stewardship plans
- Develop accurate and complete records of funders and funding prospects

Communications

- With the Directors' support, deliver on our communications strategy to raise profile and develop influence with target audiences
- Pro-actively generate coverage, preparing articles, press releases and content
- Develop our digital presence, including project managing the development of a new website, copywriting and sharing relevant and timely content through various channels
- Support the involvement and voice of the international network of people working with Common Cause
- Work with external agencies where necessary to develop content and marketing and promotional materials

Other

- Keep abreast of the funding and communications landscape and opportunities they may present
- Meet regularly with the Directors in person or remotely
- Manage third party service suppliers as necessary
- Undertake other work as delegated by the executive team

Qualifications and experience

- At least five years' experience in a fundraising/business development/communications role
- Demonstrable success of increasing income and achieving ambitious fundraising targets
- Demonstrable success in creating compelling and engaging communications content on a range of channels for target audiences
- Demonstrable success in engaging with local and national media to raise organisational profile.
- Excellent digital marketing and social media knowledge and skills
- Proficient in using WordPress, MailChimp, Google Analytics, Google AdWords, Microsoft Office, social media platforms
- Excellent interpersonal communication and persuasiveness skills, including strong writing ability across a range of media

Person Specification

- Ability to self-motivate, take initiative, and work independently as part of a small, geographically dispersed team
- Strong strategic awareness and influencing skills
- Natural relationship builder, networker, and connector with an intuitive ability to identify opportunities for engagement
- Innovative and creative approach, but able to see tasks through to completion
- Proactive with an ability to work to tight deadlines with good attention to detail
- Excellent planning, organisational, and time management skills
- Ability to adapt to the changing needs of a small organisation and shift priorities accordingly
- Ability to engage, listen and respond to funders, supporters, volunteers, and colleagues in a timely manner
- A commitment to self-development and a willingness to self-reflect
- A commitment to the aims of CCF and a desire to help us further develop our impact.

Employment Details

This role is for 21 hours per week. The role will be home-working with regular face-to-face and Skype meetings with your line manager. You will report to a CCF director based in Bristol, and location in or close to Bristol is desirable, though not essential.

The salary will be £25,000 - £30,000 pro rata, commensurate with experience. We offer a pension at 7.5% of gross salary.

To apply

Please send us a *curriculum vitae*, and a covering letter outlining why you think you are the right person for this role, to: **info@commoncausefoundation.org**.

The closing date for applications is **Tuesday 29 August**. Interviews will be held in Bristol on **Friday 8 September**.

Equal opportunities

We welcome applications from all suitably qualified persons. However, as black and minority ethnic (BME) candidates are currently under-represented at this level in this area, we would particularly welcome applications from BME applicants. All appointments will be made on merit.

Enquiries about the vacancy, shortlisting and interviews

Melissa Henry, Director
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