



JOB DESCRIPTION

# Senior Fundraising Officer

## About Us

Settle is a charity that supports young adults as they leave the care system and move into their first home. We provide intensive one-to-one support addressing practical life skills, sustaining a tenancy and managing emotional wellbeing. Our preventative approach to homelessness helps care-experienced young people to make long-lasting changes and thrive.

We are a fast-growing organisation and 2022/23 was a big year for Settle. We worked with more young people than ever before, developed new services and expanded our team. Since launching in 2015, we've supported over 500 young people across London and the South East and we're proud to have won the Care Leavers category award at the 2023 Children and Young People Now Awards. We also featured in Escape the City's Top 100 social impact organisations 2022, Guardian Public Service Awards finalists in 2019 and Big Issue's Top 100 Changemakers in 2022.

We work with some brilliant partners; from JP Morgan Chase Foundation and the National Lottery Community Fund, to local authorities and housing associations across London. We're a deeply committed team of 15 supported by a brilliant board of 7 trustees who help us achieve our social mission. We have ambitious plans to continue scaling our impact over the coming years and are in the second year of our 3-year strategy.

### OUR APPROACH:

#### GROW THE GOOD

We focus on building young people's strengths rather than dwelling on their weaknesses. Asset-based approaches underlie all our services.

#### YOUNG PEOPLE FIRST

We ensure the needs of the young people we support with are prioritised above all else, and we work to overcome barriers in the system.

#### INTENTION ISN'T ENOUGH

We go the extra mile to ensure we deliver the impact our programmes seek. We are dedicated to improving outcomes for young people.

# Job Description

## ABOUT THE ROLE



This is an exciting time to join Settle as we look to invest in and grow our fundraising and development capabilities. As Senior Fundraising Officer, you'll be working to generate income which will enable Settle to expand its provision, reach its strategic goals and, ultimately, make a real difference to the amazing young people we serve.

You'll work closely with our senior leadership and support team to help deliver our fundraising strategy. Reporting directly to our Head of Fundraising, you'll lead on writing grant applications, reporting to funders and managing our prospects pipeline and you'll support the running of fundraising campaigns and events too. Because this role will have a strong focus on securing trust and foundation income, we are looking for an experienced grant-writer with a track record of writing successful grant applications and securing 5-figure sums, but we'd welcome experience of other types of fundraising too.

In joining Settle, you'll be joining a fast growing and truly impactful organisation with lots of opportunity for progression and development within our friendly team. We are proud to have been voted one of Escape the City's Top 100 companies to 'escape' to in 2021.

## KEY INFO

**Reports to:** Head of Fundraising

**Start Date:** As soon as possible

**Salary:** £30,000 - £31,400 (depending on experience)

**Hours:** Full-time

**Contract:** Permanent

**Location:** Hybrid working between our office in Tobacco Dock, meeting with relevant funders across London, and working from home

**Closing date:** Monday 1<sup>st</sup> April

## RESPONSIBILITIES

### Trust and Foundations Fundraising

- Work with the Head of Fundraising, Finance Lead and wider team to curate specifically tailored funding proposals based on the interests, history and funding capacity of individual Trusts and Foundations, and based on Settle's ever-changing financial needs and funding priorities
- Write and submit high quality funding applications and reports for trusts and foundations (expected to be in the region of £10,000 - £500,000 but opportunities may vary)
- Collaborate with our Head of Business Development, Programme Managers and Settle Coaches to gather accurate data and compelling case studies to support applications and reports
- Work with the Finance Lead to produce individually tailored budgets, forecasts and other financial documents in line with the requirements of individual funders
- Work with colleagues to monitor the progress of grant-funded projects, ensuring that obligations are fulfilled within the terms of the grant wherever possible and informing funders in a timely fashion of any significant deviations from projections
- Thoughtfully steward funders, ensuring that they are thanked, and that they are kept informed of progress, key milestones and future opportunities to support the charity, in order to maximise retention, and increase levels of support over time
- Proactively seek out feedback from funders where appropriate, share insights with the team and use this to adapt your practice

### Planning and Administration

- Manage our funder pipeline, identifying new funding opportunities through research and networking and working systematically to meet submission deadlines
- Meticulously record and manage all fundraising data, keeping up-to-date records of all applications submitted, approaches in progress, opportunities secured and other funder correspondence
- Develop and maintain administrative systems, including logging key documents, such as agreements and contracts, on Settle's shared area
- Support the efficiency of our fundraising systems and processes, applying a solutions-focused approach and thinking creatively to continually strive for best practice

### Additional Responsibilities

- Work with the Head of Fundraising to contribute to the development of our fundraising strategy
- Support the coordination and delivery of fundraising campaigns and events
- Meet with and present to potential and existing funders with passion, enthusiasm and professionalism
- Attend donor, trust and corporate events on behalf of Settle

- Work with the Communications Manager to produce fundraising materials and promotional resources for relevant stakeholders, maintaining Settle's strong reputation of high-quality work, ethos and friendly tone
- Research and apply for awards that build Settle's reputation and highlight our impact
- Ensure you are always fully appraised as to Settle's delivery, impact and financial need and representing Settle accurately and positively
- Ensure adherence to the relevant charity legislation and the Institute of Fundraising's Codes of Fundraising Practice

## WHAT WE'RE LOOKING FOR

### **You care about improving the lives of our young people**

You're deeply committed to our mission and will go the extra mile to ensure young people are receiving the best quality support they deserve.

### **You have outstanding writing skills**

You'll have a track record of writing high quality applications to trusts and foundations with a keen eye for detail and an understanding of what funders want to see in an application.

### **You're great with people**

You're going to be working with colleagues, partners and young people from a range of backgrounds. It is essential that you can build good relationships with the people you're working with by showing compassion and communicating clearly.

### **You have a professional and organised approach**

You can manage multiple funding deadlines efficiently and you are meticulous in your attention to detail, recognising the rigour required in reporting and collecting data. You can effectively research and manage our fundraising pipeline and prospects.

### **You can take initiative**

You will be able to prioritise your time effectively to reach targets. You will take ownership and responsibility for the quality of your work, and you'll be able to take initiative as well as instruction, leading on projects independently as well as working collaboratively with other team members when required.

### **You are self-reflective**

You're continually looking for opportunities to learn and improve. You're able to recognise your own areas for development and demonstrate an appetite for CPD and growth. You view feedback as a gift, and use it to shape your practice.

## EXPERIENCE NEEDED FOR THIS ROLE

### ESSENTIAL

- Track record of writing successful grant applications and funder reports, and of securing 5-figure grants from Trusts and Foundations
- Track record of reporting to and stewarding Trust and Foundation funders
- Excellent writing and communication skills and attention to detail
- Experience of working for a charity
- Experience of using word and excel

### DESIRABLE

- Two years of experience in grant-writing
- Track record of securing multi-year grants, and renewal funding from existing Trust and Foundation funders
- Experience of other types of fundraising
- Experience using a fundraising CRM
- Knowledge or lived experience of youth homelessness, the care system and/or the issues young people face

## WHAT WE REQUIRE

As a precondition of employment, we'll need you to:

- Complete a basic Disclosure and Barring Service (DBS) check.
- Provide two satisfactory references. At least one of which should be from your most recent employer.

## BENEFITS

- Scope to take real ownership in a fast-growing charity
- Flexible working arrangements
- Strong commitment to professional development with a dedicated training budget
- Annual performance and pay progression reviews
- Up to 5% pension contribution
- 40 days paid leave per year: 25 days annual leave, 8 bank holidays, 3 days between Christmas and New Year and 4 wellbeing days
- Cycle to work scheme
- Employee Assistance Programme offering free therapy
- Work phone and laptop
- A supportive and inclusive culture with regular team social events

## HOW TO APPLY

Please answer the following questions in the form on [our Careers webpage](#). Please also upload a CV and complete the equality and diversity monitoring questions.

We recommend reviewing the 'what we're looking for' section and the essential and desirable experience to ensure you are evidencing as much of those areas as possible. Where possible we also recommend using the STAR approach for answering the questions.

Application questions:

1. What excites you about Settle?
2. How do your experiences and skills make you suitable for this role?
3. What qualities or characteristics make you well-suited for this role?
4. What would be your ambitions within this role?
5. How did you hear about the vacancy?

Settle is happy to receive video or voice recording submissions answering the questions above. If this is your preference please send along with a CV and the equality and diversity monitoring form ([download here](#)) to [jobs@wearesettle.org](mailto:jobs@wearesettle.org)

Please be aware that neither format is preferred and all applications will be considered equally.

We are committed to improving the diversity of our team and we want to ensure that our recruitment process is inclusive and accessible to everyone. Completing the equality and diversity monitoring form alongside your application helps us to achieve this, so please do fill this in, if you are able to.

Once the applications have been received, your equality and diversity information will be separated from your application and will remain anonymous throughout the selection process.

The closing date for the role is Monday 1st April. Interviews will be held w/c 16<sup>th</sup> April and w/c 22<sup>nd</sup> April. Please note that you will only be contacted if you are shortlisted for interview.