



An  Youth Zone

JOB DESCRIPTION

Job Title: Trust, Grant and Tender Fundraising Lead

Reporting to: Fundraising Manager

Location: Mahdlo, Egerton Street, Oldham, OL1 3SE

Hours: 37.5 hours per week, Full time

Contract: Permanent

Our Vision

To be a beacon of excellence for youth-led provision in Oldham.

Our Mission

To deliver high quality, innovative activities and experiences for young people from Oldham aged 8-19 (25 with a disability); to provide opportunities, raise aspirations and support young people to be the best they can be.

Our Values – The Way We Work

Passion

Respect

Inclusion

Dependability

Excellence

Job purpose:

The Trust, Grant and Tender Fundraising Lead will play a pivotal role in Mahdlo Youth Zone's Fundraising Team, developing our fundraising capabilities and growing the income stream.

The role's primary purpose is to generate unrestricted income and deliver funding for targeted projects (such as employability programmes, mentoring programmes, or mental health initiatives).

Mahdlo Youth Zone has developed a targeted funds infrastructure with live impact data established and ready to utilise in funding proposals. It costs £1.8 million a year to run Mahdlo Youth Zone, 85% of which is generated through voluntary donations.

You will, therefore, play a vital role in keeping the charity financially sustainable through the development of trusts and grants fundraising and tender opportunities. You will be given ample scope to test your creative ideas and drive forward income generation, supported by the Fundraising Manager, the Chief Executive and a forward-thinking and engaged Board of Trustees.

Main duties and responsibilities:

- Delivering annual income, according to agreed target, by submitting bids to charitable foundations, grant makers, public sector tenders and some statutory funders that meet the funding needs of Mahdlo Youth Zone.
- Proposing, researching, costing and writing grant applications for a range of gift levels that typically span £10,000 to £300,000.
- Working collaboratively with the team in the submission of your bids, working to pre-agreed priorities for funding.
- Developing partnerships with key stakeholders to strengthen the offer included in applications for the benefit of the Youth Zone
- Ensuring that Mahdlo's delivery team is aware of all deadlines that funders need to meet throughout the funding period.
- Working as part of the team to monitor performance against agreed KPI's.
- Stewardship of donors, supporting the team to produce high quality reports that exceed donors' expectations and encourage ongoing/uplifted support for the Youth Zone.
- Utilise Salesforce to record all fundraising activity accurately and ensure that records are kept up to date.
- Represent Mahdlo Youth Zone at fundraising events, networking opportunities and external meetings.
- Comply with all policies and procedures regarding safeguarding, fundraising regulation, codes of conduct, health and safety, and equality and diversity and ensure we comply with GDPR standards.
- Be an active member of the team, carrying out any other reasonable duties as requested by the management team, and operating in line with the values and principles of the Youth Zone.
- Be a role model for young people and present a positive "can do" attitude.
- Take personal responsibility for own actions.
- Commit to a culture of continuous improvement.
- To assist with any promotional activities and visits that take place at the Youth Zone.

General Requirements:

- Work diligently to meet the requirements of this job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external meetings and training as required
- Positively participate in one to ones and appraisals
- Work in accordance with Mahdlo's culture, values, aims and objectives
- Act as a positive ambassador for Mahdlo at all times
- Be flexible and willing to undertake any other duties that may be reasonably be required

Additional Information:

- The hours of work are 37.5 hours per week and will be worked flexibly in line with the needs of Mahdlo. This will involve working unsocial hours (evenings and weekends) to meet deadlines.
- In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.
- Mahdlo is an equal opportunities employer and welcomes applications from all sections of the community.

PERSON SPECIFICATION

| | | Essential | Desirable |
|--|---|-----------|-----------|
| Experience | | | |
| | Experience of trust and grant bid writing within a professional setting or transferable writing environment | ✓ | |
| | Experience of developing and submitting high quality funding applications and approaches to funders | ✓ | |
| | Experience of gathering, understanding and presenting complex information and data in a clear, concise way | ✓ | |
| | Experience of working within a charity fundraising environment | ✓ | |
| | Experience of cultivating external relationships with funders/partners and key stakeholders via verbal and written methods of communication | ✓ | |
| Skills, Knowledge and Aptitudes | | | |
| | Ability to prioritise tasks, manage own time and achieve strict/multiple deadlines | ✓ | |
| | Highly developed written communication skills | ✓ | |
| | Ability to research and check effectively and creatively, not just mainstream areas, with close attention to detail | ✓ | |
| | High level of IT competence including excellent internet research skills and database management | ✓ | |
| | Proven ability to make a persuasive, inspirational and compelling case in writing | ✓ | |
| | Ability to cultivate and maintain relationships to secure funding and work effectively with partner organisations | ✓ | |
| | Ability to work with varying degrees of support; from working completely under own initiative to working collaboratively with a lot of input and critique | ✓ | |
| | Self-reflective and adaptable to change | ✓ | |
| | Demonstrable empathy with the aims and expectations of trusts, foundations and grant givers | ✓ | |
| | Willingness to understand and fully engage with Mahdlo's strategy and values and contribute positively to the workplace | ✓ | |
| | Knowledge of GDPR | ✓ | |
| | Full driving license | | ✓ |