



Fundraising Officer

A note from our CEO

For over 40 years, The ClementJames Centre has been offering local people the skills, knowledge, opportunities and support they need to achieve their potential. We have come a long way in that time – from a straightforward homework club to a well-established community support charity, transforming the lives of 2500 people each year.

Our dedicated staff team is essential to the success of everything we do. Together, we work towards creating a fairer society where everyone gets the opportunity to achieve their ambitions. We do this by providing high quality services driven by individual needs. Working at ClementJames will put you at the forefront of making positive social change, helping local children and adults to grow and succeed.

Our programmes and services have expanded substantially over the past five years and we have exciting plans for further development. At this important time, we are looking for a high calibre Fundraising Officer. In this role, you will help the fundraising team maintain and build relationships across a number of streams including trusts and foundations and statutory sources. This role will enable you to build meaningful relationships with our supporters and partners and represent the organisation at a range of events. You will also contribute to the development of a corporate giving programme and an ambitious capital fundraising campaign.

ClementJames recently introduced a 9 day fortnight policy through which staff members work 9 days over a fortnight and have a Friday off. We have introduced this as a way of prioritising staff wellbeing, and ensuring individuals have a strong work-life balance. This policy will apply to you.

If you believe that everyone should have the opportunity to realise their ambitions and live fulfilled lives and you would like to join a dynamic, innovative organisation, then The ClementJames Centre could be the perfect career choice for you.



Dami Solebo



Job Purpose

As Fundraising Officer, you will support the CEO to grow charitable income and philanthropic support from the local authority, individuals, trusts and foundations, corporate companies and other areas. You will help drive the charity's work forward and work closely with our project teams and see the direct impact of your efforts. You will work alongside our Development Board, a team of committed volunteers who help ClementJames coordinate fundraising events and build relationships with our donors. Additionally, you will work closely with the Operations Team who are responsible for overseeing financial reporting.

This role will provide you with the opportunity to build on our successful fundraising and extend our appeal to new supporters, as well as maintaining our existing supporters. You will be tasked with writing high quality applications, producing reports clearly highlighting our impact, and representing the charity at different events.



Person Specification

- An interest in engaging with different funding organisations and donors;
- An understanding of how to make a compelling case for support;
- An interest in learning about how data can support improved donor targeting, cultivation and stewardship;
- The ability to set realistic budgets and performance forecasts;
- Excellent IT skills, a high level of computer literacy and experience of using a range of IT applications including MS Word and Excel;
- A creative approach that can be harnessed into practical, entrepreneurial fundraising activities;
- Strong written skills that will influence funders and strengthen a case for support.



Main duties and responsibilities

Key Relationships - Internal

The post holder will work closely with the Operations Team who oversee financial reporting. They will help oversee the coordination of the Development Board meetings. The Board meets at least three times a year and coordinates fundraising events.

Key Relationships - External

The post holder will help develop and maintain relationships with donors and supporters including local authority commissioners, trusts and foundations, and corporate partners.

Main duties and responsibilities

- To maintain a portfolio of partnerships with a range of philanthropists and charitable trusts and foundations. This will include creating compelling funding applications, stewarding and engaging with existing supporters and writing high-quality reports and thank you letters;
- To liaise with the Operations Team to ensure that thanking and acknowledgment of gifts are processed each week and to be responsible for Gift Aid claims and monthly gift reconciliation;
- To make full use of the charity's database to ensure the effective management of fundraising information and to support all the computerised processes and systems for managing fundraising data;
- To prepare and submit a range of applications to Trusts and Foundations in line with the organisational strategy;
- To ensure that we effectively demonstrate the impact and outcomes of financial contributions to our supporters on a regular basis;
- To prepare high-quality presentations, reports and fundraising materials as needed;
- To support with any fundraising events to ensure the charity's supporters are successfully engaged (this may require some evening and weekend work);
- To represent the charity at external events and act as an ambassador for our work (continued on next page);

Key Skills & Experience

- To use Salesforce to plan the monitoring of grants to ensure compliance with all agreed outputs, milestones and targets;
- To complete detailed, ongoing research into new funding opportunities and prospective supporters and to set this research out in a clear, accurate and up-to-date manner.

Any other job-related duties as assigned

Although core duties of the post are set out above, a flexible approach to work is essential. The post holder may be required to adapt the above duties to take account of changes in work practices and to ensure compliance with all necessary regulations and legal requirements; and to undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.



Safer Recruitment


As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of children and adults at risk.

Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluation information from and about candidates to ensure that all persons appointed are suitable to work with our children and adults.

The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

Our principles:

- Always seek to recruit the best candidate for the role based on merit, including their skills, experience, motivation and competencies. Our robust recruitment and selection process should ensure the identification of the person best suited to the role and the organisation.
- Committed to diversity and equality of opportunity and will interview all applicants (internal and external) who self-declare at application as having a disability, and who meet the minimum requirements in the person specification of the vacancy applying for.
- We will make reasonable adjustments at all stages of the recruitment process in order to enable successful candidates, who declare disabilities, to start working or volunteering with us.
- Any current member of staff, volunteer or client who wishes to apply for vacancies and is suitably qualified will be considered and addressed fairly and objectively based on their merit.
- As an organisation committed to safeguarding, we will ensure all under 18's joining the organisation will have ongoing risk assessments to ensure their role and activities are safe and appropriate.
- All documentation relating to candidates will be treated confidentially in accordance with the GDPR legislation.



To find out more, please contact:

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Registered Charity No. 1009253; Company Registration No. 2677427