

Corporate and Community Fundraiser

Responsible to:	Fundraising Manager and CEO
Salary:	£28,000 - £30,000 FTE depending on experience
Hours:	18 hours per week
Based:	Albury, Guildford, GU5 9BW (Homeworking and flexible hours will be considered, with a minimum of one day per week to be worked in the GASP office)

GASP Motor Project (GASP) is at an exciting period of development and growth. We are seeking an ambitious and positive fundraiser to join our successful team. GASP is an education charity delivering courses in motor mechanics and engineering to young people across Surrey who may be on the periphery of mainstream education, in danger of entering the youth justice system or disengaged with their lives and future. We work with schools, statutory organisations and charity partners to ensure that the needs of these young people are met and exceeded.

We are looking for someone with drive and determination to work with our Fundraising Manager, to deliver the planned increase in income required to execute our strategic development and growth. You will be responsible for securing core and restricted income through community and corporate fundraising. Capitalising on GASP's success and reputation built over the last 20 years, you will provide the highest levels of stewardship to ensure that existing supporters remain fully engaged with us and that new supporters are motivated to progress GASP's mission.

Purpose of the role

This role requires an individual who can multi-task and manage their own work timetable. The post-holder will be an experienced, out-come driven individual who understands the needs of the charity and the young people with whom we work.

You will be required to:

- Work with the Fundraising Manager to implement our fundraising strategy to support the growth of GASP, generating agreed levels of income for the charity.
- Grow GASP's network of supporters to ensure long-term income generation and sustainability.
- Identify, research and engage with Community groups and companies across Surrey, nurturing relationships to maximise opportunities for income generation.

- Develop and submit compelling funding approaches, matching interests and priorities, to secure operational and core income.
- Provide the highest levels of stewardship, ensuring that current and new supporters feel valued and effective.
- Initiate a programme of meetings/visits for funders and supporters to ensure sustained engagement with GASP and the young people with whom we work.
- Ensure that funding information is logged on GASP's database (Beacon) and is kept up to date.
- Ensure funders receive appropriate acknowledgement, recognition and feedback on the monitoring of inputs, outputs and outcomes as per their specific requirements.
- Liaise with GASP's Programme Coordinator to monitor progress on funded programmes and collate information for dissemination to funders as required.
- Work with the GASP team to monitor restricted income and ensure it is allocated in line with funders' wishes.
- Identify appropriate activity plans to ensure that fundraising targets are met or exceeded.
- Support the fundraising activities and events of our community and corporate funders to facilitate maximum success.

Ideally you will have a minimum of two years' experience working in a similar role but we also welcome transferable skills and are looking primarily for a positive and outgoing person who is enthusiastic about our work and will slot happily into our friendly team.

Additional notes:

- The post holder must comply with all relevant GASP policies and procedures, the Institute of Fundraising's best practice, and any other relevant fundraising and data protection legal requirements (GDPR)
- The role requires being aware of the constantly changing fundraising environment, and to identify opportunities, keep up to date with current trends, circumstances or issues that may affect the charity.
- The role will involve travel to meet current and prospective supporters. It is essential that the post holder has a full driving licence and access to a car.
- Some out-of-office hours working may be necessary; time in lieu will be given at a mutually convenient time
- Working from home and flexible working hours, where appropriate and pre-agreed with the CEO, will be available
- This role requires an enhanced DBS check
- This list is not exhaustive and the post holder will be asked to undertake additional responsibilities or duties requested by the CEO

GASP operates a safer recruitment policy, and all candidates must complete a GASP Application Form. CVs will not be considered.