Fundraising and Partnerships Officer

Responsible to:	Fundraising Manager and CEO
Salary:	Up to £30,000 FTE depending on experience
Hours:	17 hours per week
Based:	Albury, Guildford, GU5 9BW (Homeworking and flexible hours will be considered, with a minimum of two days per week to be worked in the GASP office)

About GASP Motor Project

GASP Motor Project is an established Surrey-based charity and Surrey County Council approved Alternative Provision provider. We support young people who are disengaged from mainstream education, at risk of becoming NEET (Not in Education, Employment or Training), or facing barriers to learning as a result of social, emotional, behavioural or special educational needs.

Using motor vehicle engineering as a means of engagement, we provide practical, hands-on learning that helps young people develop confidence, resilience, employability skills and educational achievement. Delivery takes place both at our purpose-built automotive workshop in the Surrey Hills and through our fleet of fully-equipped mobile classrooms, enabling us to reach students across the county.

Every year, GASP helps young people rediscover their potential, re-engage with learning and build brighter futures.

Purpose of the Role

This is an exciting opportunity to play a vital role in the growth and sustainability of GASP Motor Project.

The Fundraising and Partnerships Officer will support the development and delivery of a diverse fundraising programme, generating income from trusts and foundations and individual giving. The postholder will build strong relationships with funders, supporters and local businesses, helping to secure the resources needed to transform the lives of vulnerable young people across Surrey.

Working closely with the Fundraising Manager, CEO and wider stakeholder network, the successful candidate will be responsible for identifying new opportunities, developing compelling funding proposals and ensuring excellent stewardship of existing supporters.

Trusts, Foundations and Grant Funding

- Research and identify suitable trust, foundation and statutory funding opportunities.
- Write high-quality funding applications, proposals and bids.
- Manage a pipeline of prospective funders and applications.
- Produce monitoring reports and impact updates for funders.
- Ensure compliance with funding agreements and grant conditions.

Individual Giving and Major Donors

- Develop opportunities to increase donations from individuals and major supporters.
- Build and maintain meaningful relationships with donors.
- Implement stewardship programmes that encourage long-term engagement and repeat giving.
- Support legacy and regular giving initiatives where appropriate.

Communications and Impact

- Work with colleagues to communicate the impact of GASP's work through compelling stories and case studies.
- Develop fundraising materials, presentations and supporter communications.
- Create donor reports that clearly demonstrate outcomes and value for money.
- Ensure GASP's achievements and impact are effectively showcased to funders and supporters.

Relationship Management

- Act as a passionate ambassador for GASP Motor Project.
- Build and maintain relationships with funders, partners, schools, local authorities, supporters and stakeholders.

Person Specification

Essential

- Experience in fundraising, sales, customer relationship management, community engagement or business development.
- Excellent communication and interpersonal skills.
- Confidence building relationships with a wide variety of people.
- Strong organisational skills and attention to detail.
- Ability to manage multiple priorities and meet deadlines.
- Competent in Microsoft Office and database systems.
- A proactive, positive and self-motivated approach.
- Commitment to GASP's mission and values.

Desirable

- Experience in a fundraising or charity environment.
- Knowledge of corporate fundraising or community fundraising.
- Experience organising events or campaigns.
- Understanding of the challenges faced by vulnerable young people.
- Knowledge of the Surrey business and community landscape.
- Full UK driving licence and access to a vehicle.

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