



## Fundraising Officer

- Salary:** £24,000 starting salary
- How to apply:** Send CV and covering letter to [operations@futurefrontiers.org.uk](mailto:operations@futurefrontiers.org.uk)
- Deadline:** 13<sup>th</sup> March 2020
- Reports to:** Senior Engagement Manager
- Contract:** Permanent, full-time
- Start date:** May 2020
- Location:** London offices

### About Future Frontiers

**Our mission is to provide all young people with the guidance, networks and opportunities they need to fulfil their potential – at school and beyond.**

Future Frontiers is an award-winning education charity. Our aim is to transform pupils' engagement with learning and ensure more young people from disadvantaged backgrounds progress to sustained destinations in education, employment or training. By partnering with secondary schools and forward-thinking businesses, we provide young people aged 13-17 with a programme of face-to-face career coaching and opportunities to connect with relevant professional role models.

### The role

Future Frontiers is an innovative, dynamic and ambitious organisation that has developed a high impact coaching programme for pupils from disadvantaged backgrounds. Future Frontiers is now in an exciting position to be able to scale significantly, requiring an exceptional individual to help deliver our ambitious growth strategy.

From day one, you will be given the training and support you need to become an accomplished professional fundraiser. You will develop a range of skills including bid writing, prospect pipeline management, donor researching and relationship management. You will gain insight into each stage of planning and delivery of fundraising campaigns. The successful candidate will be energetic, ambitious and resilient, who aspires to build Future Frontiers into a leading national programme across the UK.

## Main responsibilities

Prospecting – researching the wide range of trusts and foundations to identify givers that are aligned with the mission of Future Frontiers and outcomes of our programme.

Bid writing – Alongside the Supporter Engagement Manager writing high quality and detailed bids to trusts and foundations in order to reach ambitious income targets. This will require an excellent understanding of the charity's outputs, outcomes and financial activities in order to provide a compelling case for supporting the charity.

Relationship management – You will manage, maintain and develop our portfolio of supporters. This includes interacting with our current and prospective supporters, hosting them at events and ensuring they are updated with the charities progress and plans for growth.

## Other responsibilities:

- To use project management tools to plan and monitor fundraising activity and engagement with funders, regular givers and event participants.
- To undertake any task that may be requested from time to time that may be consistent with the nature and scope of this post.

## Requirements:

- Have exceptional written and oral communication skills with the ability to produce very high-quality copy in a range of different styles for different audiences.
- Have completed an undergraduate degree to a 2.1 or higher level.
- Be a person with energy and a willingness to learn.
- A self-starter, willing to get stuck in to help build an exciting start up social enterprise.
- Maintain the ethos of the charity and positively promote our work at all times.

## Details of application process:

- Please send your **cover letter** and **CV** to [operations@futurefrontiers.org.uk](mailto:operations@futurefrontiers.org.uk) by **13<sup>th</sup> March 2020**.
- Please also provide details of **two referees**, of which one should be your most recent employer or a representative from your latest place of study if your last role was full time education.
- Shortlisted candidates will be invited to join us for an informal coffee to discuss the role and answer any initial questions that you may have.
- **Interviews** will be held on **30<sup>th</sup> March PM** at the Future Frontiers offices - 7-14 Great Dover St, CAN mezzanine, London SE1 4YR. Please ensure this date is made available before applying.
- Shortlisting decisions will be shared on 24<sup>th</sup> March 2020.