



## Fundraising Coordinator

**Salary:** £27,018 - £28,109  
**Hours:** Full-time (37.5 per week), plus early Friday finish at 4pm  
**Contract:** Permanent  
**Location:** Hybrid between London Bridge office and working from home  
**Deadline:** Monday 25<sup>th</sup> November 2024 9AM, [Apply now](#)  
**Start date:** January 2025  
**Reports to:** Senior Fundraising Manager

### About Future Frontiers

In the UK, family income is the strongest predictor of how well a young person will do at school and the future opportunities they will have. **Future Frontiers exists to change this.** Our vision is of a society where equal access to education and career opportunities enables potential to overcome poverty.

We support young people from disadvantaged backgrounds to realise their potential at school and achieve post-16 qualifications that build towards secure and fulfilling employment. In partnership with schools, businesses and supporters, we deliver an evidence-based programme of career coaching and 1:1 guidance for disadvantaged young people when they are in Year 10 and 11. In 2023/24, we supported 2,784 young people in collaboration with 99 schools and 82 businesses.

Our five-year strategy for 2021-26 is focused on ensuring that our programme achieves meaningful long-term impact at the post-16 transition, transforming the life-chances of disadvantaged young people. You can find out more about our pupil journey and impact so far in the [Annual Impact Reports on our website](#).

**We are particularly interested to hear from candidates who have not been to university or who have lived experiences relatable to our young people.**

### Why we need you

We are seeking a Fundraising Coordinator with a passion for the Future Frontiers mission (**you do not need to have previous experience of fundraising**) who will play a vital supporting role to secure income that is needed to deliver the Future Frontiers programme for a growing number of young people.

The successful candidate will report to the Senior Fundraising Manager and work closely with the Fundraising and Partnerships teams. Your primary focus will be on charitable Trusts and Foundations: researching suitable funding opportunities and writing external-facing communications. You will arrange programme visits to meet with young people and develop high-quality case studies. In addition, you will play a role in Future Frontiers' wider income generation work through researching potential business supporters and working with people participating in fundraising activities including employee fundraising and challenge events. You will keep excellent records of all fundraising activity to ensure effective team collaboration.

## Your responsibilities

### Research and pipeline development

You will complete research to find charitable trusts, foundations and businesses that have the potential to support Future Frontiers for the first time and keep detailed notes for the fundraising and partnerships teams. You will use this knowledge to support the pipeline of funding opportunities for the coming years, including making recommendations for the amount of funding we ask for and what it could go towards.

### Enquiries and applications

You will write enquiries and applications for funding that are tailored to each recipient and make a convincing case for how their support will make a difference.

### Reports and case studies

You will write reports that are tailored to each recipient and demonstrate how their funding has made a difference. This will involve arranging programme visits to speak with young people and develop case studies.

### Supporter engagement

You will support the planning and delivery of high-quality, tailored communications and engagement opportunities for existing and potential supporters. This will include supporting individual volunteer fundraisers and employees of business partners.

### Record-keeping

You will ensure that key information about our fundraising activity is stored appropriately and with high attention to detail.

## About You

### Experience

This role is suitable for entry-level applicants and those with some relevant experience, for example, of working or volunteering in the charity sector and/or relating to the skills and competencies below.

### Skills and competencies

You should be able to demonstrate all or most of these:

- **Passion for Future Frontiers' mission:** You are motivated to play a role in empowering disadvantaged young people to realise their potential.
- **Research:** You can complete independent research to find key information.
- **Written communication:** You write clearly, concisely and compellingly.
- **Interpersonal skills:** You are an engaging communicator, able to build trust and rapport with supporters.
- **Attention to detail:** You have high levels of accuracy and can use detailed information effectively.
- **Teamwork:** You can work effectively with others.
- **Curiosity:** You are interested to learn about fundraising and supporters.
- **Can-do attitude:** You approach tasks with enthusiasm, eager to get stuck in and make a meaningful impact.

## What we can offer you

- Annual leave of 27 days plus bank holidays, increasing with service
- Flexible working with regular working from home as standard, 4pm finish on Fridays
- Annual personal training and development budget of £300
- Employee Assistance Programme, including counselling

- Team building offsites and regular team socials throughout the year
- Additional parental leave pay and additional childcare leave for child's first 2 years

## Equal Opportunities, Diversity and Inclusion

Here at Future Frontiers we are dedicated to the practice of equal opportunities. The principles of it underpin our mission and we treat all employees, volunteers, clients and students as individuals. We believe in having an open and inclusive culture that champions diversity in all its forms, including disability, culture, race, gender, sexual orientation, age, life experiences, socio-economic background, and religion.

We encourage everyone to apply for our roles. If you would like to talk to us about working at Future Frontiers in advance of your application, particularly in regards to diversity, we strongly encourage you to contact us via email and we will arrange a call. If you would like us to make any reasonable arrangement/adjustment for you during the interview, please let us know.

**To improve the diversity of the team we are particularly interested to hear from candidates who have not been to university or who have lived experiences relatable to our young people.**

## How to Apply

To apply, please fill out our [application form](#) by answering these questions and attaching your CV.

1. Tell us **why** you want to work at Future Frontiers. What is it about the charity that interests you? (Max. 1,000 characters)  
*Strong answers will tell us why our mission appeals to you personally and why you are motivated to work for us.*
2. With direct reference to the skills and competencies listed in the job description, please tell us the **three main reasons** why you would make an excellent Fundraising Coordinator, giving evidence for each reason. (Max. 2,000 characters)  
*Strong answers will factually and succinctly demonstrate your skills.*

***Please note that, given the nature of this role, we will be assessing the quality of your written communication in your answers, including clarity, spelling and grammar.***

**Deadline:** Monday 25<sup>th</sup> November 9AM

- First round interviews expected to be held via video call on Monday 2<sup>nd</sup> December
- Final, in-person interviews are expected to be held at our offices on Monday 9<sup>th</sup> December

The successful candidate will be required to undergo a DBS check and reference checks.

***If you have any questions about the role or would like an initial conversation with Sinéad (Senior Fundraising Manager), you are welcome to email [sbuckley@futurefrontiers.org.uk](mailto:sbuckley@futurefrontiers.org.uk).***

## Our Programme

Our pupil journey is outlined on the [programmes page of our website](#) and you can read more about our five programme outcomes on the relevant page of our [latest strategy](#).