



Inside Out Community - Funding officer

The charity's funding officer will play a key role in identifying, applying and securing funding for the future of Inside Out Community's arts and wellbeing programme. The role will be for 6 hours per week on a self employed basis until 31st July 2023 at £15.00 per hour. The continuation of this post will be dependent on new funding being secured. The Charity funding officer will work closely with the charity's treasurer, project manager and creative administrator and is responsible to the board of trustees at Inside Out Community.

Key skills

The successful post holder should have good communication, written and IT skills. They should have a background in fundraising and/or bid writing or financial skills. They will be able to work well in a team or independently. The role can be worked from home or some of the time from the Charity's base if preferred - Eastern Angles Centre in Ipswich.

Roles and responsibilities

Organisational funders

- Searching for suitable funding pots in line with the charity's needs
- Writing applications with support of treasurer/project manager/creative administrator
- Scheduling applications
- Funders admin communication
- Spreadsheet management
- Keeping an overview of current funding with project manager/treasurer which is available to the trustees
- Liaising with treasurer/project manager that funding has been allocated/spent

Public fundraising

- Managing Local Giving
- Exploring individual and business donors
- Public fundraising, individual and business admin communication
- Assisting in fundraising events in collaboration with the trustees

If you are interested in applying for this role please email a current CV and a covering letter detailing your experience that relates to this role to the Charity's secretary

Gemma Pott

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Closing Date 20th December 2022 / Interviews to be held in January 2023