



Fundraising & Monitoring Officer

Hours: 15 hours a week **Rate of pay:** £18 per hour

Location: Hybrid – Homeworking with at least 1 day per month in Ipswich at Eastern Angles Centre

Contract: Self-employed for 6 months initially with a view to extend (this role is being considered for a PAYE position from 2025)

Responsibilities:

- Searching for new funding
- Working with Team on funding applications
- Scheduling applications
- Funders admin communication
- Spreadsheet management – status of applications
- Keeping an overview current funding
- Update and maintain funders pack
- Ensuring ordering of equipment fundraising has allowed
- Liaising with Board of Trustees that funding has been allocated/spent
- Managing Local Giving account
- Compose communication re: public fundraising
- Create Public Fundraising pack
- Planning events in collaboration with trustees
- Developing Funding & Fundraising plan with Board of Trustees
- Completion and submission of monitoring reports in collaboration with Admin team
- Evaluation & analysis for reports
- Thank you pack for funders