

JOB DESCRIPTION

Job title	Fundraising Coordinator
Location	Based at A Way Out Stockton but with option to work from home for part of the week
Hours	18 hours per week (including evenings and weekends)
Reports to	Finance Manager
Salary	£23,000 pro rata
Ethos of A Way Out	<p>A Way Out believes that everyone should be able to live the life they choose without experiencing or fearing abuse, harm and exploitation (our vision)</p> <p>We therefore empower women, families and young people to take control of their lives and make positive decisions about their future and to overcome the challenges that prevent them from achieving their potential (our mission)</p> <p>Our values are</p> <ul style="list-style-type: none"> • Compassionate – overcoming discrimination and stigma through a non-judgmental approach that builds on individual strengths • Connecting – creating opportunities to access support through proactive outreach and by building trusting relationships • Caring – providing the right support at the right time whether someone is in crises, needing support or advocacy to address immediate needs, or ready to make lasting changes • Choice – building hope for the future through individuals having the freedom to make informed decisions and opportunities to achieve their potential • Community – enabling lasting change and providing support at times of crisis by building positive relationships with friends, family and the wider community • Change – addressing the causes of abuse, harm and exploitation by ensuring that learning from lived experience is used to change the language, behaviour and views of others <p>Christian values of love, truth and justice underpin everything we do - but those with another or no faith can still receive support as compassion and empathy are at the core of our work</p>

<p>Job Summary</p>	<p>The role will be responsible for developing our network of corporate partners (particularly local businesses) and creating mutually beneficial opportunities for them to support A Way Out. This includes partners raising their profile, supporting the wider community, and staff gaining new skills and experience and improving their wellbeing, through fundraising and/or providing grants and/or donating goods or through volunteering.</p> <p>The role will also work with trustees, staff and volunteers to raise awareness and understanding of A Way Out and generate additional income. This includes supporting others to build our networks within the Christian community, to prepare applications to charitable trusts and proposals for partners, and to create opportunities for our beneficiaries to be involved in fundraising.</p>
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<p>Key responsibilities and duties</p>
<ul style="list-style-type: none"> • To lead the development and delivery of a corporate partnerships strategy that enables the delivery of our organisational strategy and business plan by raising awareness and understanding of A Way Out and generating additional income towards the cost of our services • To proactively develop new and existing corporate partnerships based on shared values and common goals through ongoing research, networking and promotion including via social media • To be creative in developing and delivering specific opportunities for corporate partners to support A Way Out by undertaking fundraising, providing grants, or donating goods, as well as through employee volunteering • To work with trustees, staff and volunteers to use corporate partnerships as an opportunity to promote the Christian values that underpin A Way Out and to challenge the discrimination and stigma faced by our beneficiaries • To act as the first point of contact for corporate partners and to deliver presentations and attend meetings and events on behalf of A Way Out • To maintain an up to date record of contacts and a work plan to enable efficient and effective coordination and communication and proactive relationship management

- To conduct ongoing monitoring and provide monthly update reports to the Senior Leadership Team and Board to enable ongoing learning
- To work with our Finance and Resources Manager to administer donations and grants, our Operations Manager to coordinate donations and volunteering, and our Administrator to manage our social media accounts and website and ensure clear and consistent messaging
- To support trustees, staff and volunteers to build our networks within the Christian community, to prepare applications to charitable trusts and proposals for partners, and to create opportunities for our beneficiaries to be involved in fundraising.
- To manage a small budget ensuring it is used effectively and effectively to develop new and existing opportunities

General terms of reference – In carrying out the above duties the post holder will

- Take responsibility for fulfilling job description.
- Participate in appraisal, training and supervision processes.
- Ensure the implementation of all A Way Out policies.
- Keep abreast of relevant developments, legislation changes and practices and share them with the team
- Undertake other duties appropriate to the grade of the post.
- Work strictly within the guidelines of the organisation's Safeguarding, Confidentiality, Data Protection, Professional Boundaries and Health and Safety Policies at all times.

This job description is not a definitive list of responsibilities but identifies key components of the role.

I _____(name) confirm that I have read and understood the job description:

Signed: _____ - Date:
