

## Job Description and Person Specification

<b>Job Role</b>	Grants and Corporate Fundraiser
<b>Employer</b>	Love, Amelia
<b>Accountable to</b>	Chief Executive
<b>Reports to</b>	Chief Executive
<b>Salary</b>	£30,000 - £35,000 per annum dependant on experience
<b>Hours</b>	Full time (37.5 hours) – option to work 4 days pro rata Mon – Fri 9:00am – 5:00pm
<b>Holidays</b>	25 days plus Bank Holidays
<b>Contract type</b>	Permanent
<b>Location</b>	Love Amelia, 3 Glaholm Road, Hendon, Sunderland, SR1 2NX

### About The Organisation:

Love, Amelia is a registered Charitable Incorporated Organisation (CIO 1182062) dedicated to supporting families experiencing poverty and hardship. Since our launch in 2019, we have been committed to creating a sustainable circular economy by collecting donations of new and preloved items and redistributing them to children who need them most.

The families we support are often facing deeply challenging circumstances, including poverty and unemployment, homelessness, and the aftermath of domestic abuse or human trafficking. Many are also struggling with the rising cost of living, making access to essential items even more difficult.

At Love, Amelia, we firmly believe that every child deserves equal opportunities and access to the essential items they need to grow, develop, and thrive in a safe and healthy environment.

Our mission is to relieve poverty and hardship in babies, children and those who care for them by providing essential items, equipment and support to partner organisations and those in need.

Our vision is for every child to have the opportunity to be happy, safe and to thrive.

## Overview of the role:

As the sole dedicated fundraiser for Love, Amelia, you will play a crucial role in driving the growth and impact of our organisation. Leading the development and implementation of our grants and corporate fundraising strategy, you will focus on securing vital funding from charitable trusts, foundations, and corporate partners to sustain and expand our work across the region. This role is an excellent opportunity for an experienced fundraiser with a talent for relationship-building and a commitment to making a difference.

## Key Duties and Responsibilities:

- **Grants & Trusts Fundraising** - Research, identify, and apply for grants and funding from trusts, foundations, and government grants, crafting compelling applications to secure and grow both core and project-specific funding.
- **Corporate Partnerships** - Develop and manage corporate products and relationships, creating tailored sponsorship and partnership opportunities that align with the charity's goals and meet corporate social responsibility (CSR) needs.
- **Fundraising Strategy Development** - Guided by the Chief Executive, design and implement a comprehensive fundraising strategy for grants and corporate giving, setting achievable income targets aligned with the charity's mission. Monitor and report on progress, adjusting strategies as needed to meet or exceed fundraising targets.
- **Relationship Management** - Cultivate and maintain strong relationships with funders, corporate partners and stakeholders, including regular updates and impact reporting to foster ongoing support and loyalty. Represent Love, Amelia at networking events, fundraising meetings and partnership discussions.
- **Grant Reporting & Compliance:** Oversee all grant reporting requirements, ensuring accurate and timely reports that demonstrate project impact and compliance with funder conditions. Prepare quarterly progress reports for board of trustees.
- **Database Management:** Maintain detailed records of funding applications, funder interactions, outcomes, and donations, ensuring timely submissions, effective tracking and reporting.
- **Collaboration:** Work with internal team to gather information for applications, impact reports, and other funding communications, ensuring a cohesive approach to funded projects.

## General Duties and Responsibilities:

- Champion the values of the organisation
- Exercise your duty of care to safeguard and promote the welfare of children and adults.
- Be committed to equality, diversity and inclusion and ensure everyone in contact with Love Amelia is treated fairly and with respect.
- Exercise reasonable care, skill, and diligence during your duties.
- Contribute to the continued data security of the organisation by ensuring all GDPR and data protection policies are adhered to, and security standards are maintained.
- Contribute to the combined safety of all by ensuring all Health & Safety policies are adhered to and highlight any possible risks as they are identified.
- Perform any other duties in line with the needs of Love, Amelia.

## Person Specification:

- **Experience** - Proven experience in fundraising, with a successful track record in grants and corporate fundraising, within the charity or non-profit sector.
- **Writing & Communication Skills** - Strong grant-writing abilities with a talent for conveying complex information in an engaging and accessible manner for diverse audiences. Demonstrates accuracy in documenting funding requirements and reporting, with strong interpersonal skills and networking abilities.
- **Relationship-Building** - Exceptional interpersonal skills with a proactive approach to developing and maintaining funder and corporate relationships.
- **Team Work** - Love, Amelia is a small team so being a team player is essential.
- **Project Management** - Excellent organisational skills, able to manage multiple projects, deadlines, targets and stakeholder expectations.
- **Self-Driven** - A self-motivated individual comfortable working independently and proactively.
- **Passion for the Cause** - A genuine understanding of Love, Amelia's mission, with a commitment to helping us achieve our vision.

Love, Amelia strives to create an inclusive team culture which is reflective of the diversity of the community we serve. We are committed to making our recruitment process and roles accessible. We encourage applications from people from a broad range of backgrounds and circumstances, including those who are underrepresented, or have lived experience of the challenges facing families we support. We can offer options for flexible or part-time hours to support work-life

balance as well as opportunities for training, mentorship and growth in fundraising and charity management.

**Submission deadline:**

To apply, please submit a completed application form and a cover letter outlining your suitability for the role to [steph@loveamelia.org.uk](mailto:steph@loveamelia.org.uk) by end of day on Sunday 2<sup>nd</sup> March, 2025.

**Contact:**

For an informal discussion about the role, please contact Steph Capewell, Chief Executive at [steph@loveamelia.org.uk](mailto:steph@loveamelia.org.uk)