

JOB DESCRIPTION

JOB TITLE:	Fundraising Coordinator
REPORTS TO:	Director of Development
SALARY:	£30,000 pa pro rata
LOCATION:	Home based (preferably London)
LEAVE:	24 days annual pro rata
HOURS:	Part-time – two days per week

OVERALL PURPOSE OF JOB:

The Prison Radio Association (PRA) is an award winning education charity that aims to reduce reoffending using the power of radio. It provides support, guidance and expertise to existing prison radio projects and advises prisons interested in setting up radio projects and radio training facilities.

The PRA has developed and runs National Prison Radio (NPR) – the world’s first national radio station for prisoners.

NPR provides educational and resettlement programming exclusively to prisoners 24 hours a day, seven days a week. NPR supports prisoner rehabilitation and highlights the effects of crime and imprisonment on prisoners, families, the victims and society as a whole.

KEY AREAS OF RESPONSIBILITY:

- 1 Work with the PRA’s Senior Management Team (SMT) to ensure the charity is able to attract the grant income necessary to achieve its mission.
- 2 To be responsible for the administration of funder compliance with line management support from the Director of Development.
- 3 To manage the administration of other funding related projects and activities where required, including the PRA Development Board.

PRINCIPAL DUTIES:

Fundraising strategy:

- To work with the Director of Development in the creation of a fundraising strategy, aiming to maximise the charity's income from supporters whilst building and maintaining long-term relationships.
- To ensure this strategy is delivered meeting agreed goals.

Funding application management:

- To prepare compelling grant funding applications.
- To establish and manage a data management resource relating to supporters and targets.
- To oversee research into new potential funders and to prioritise targets.
- To work with the Director of Development on evaluating outcomes for funder compliance reports.

General:

- To work alongside PRA colleagues on fundraising-related projects.
- To undertake other duties as reasonably requested.

PERSON SPECIFICATION:

Knowledge, essential skills and experience required:

- Graduate able to demonstrate an ongoing commitment to professional development.
- Minimum of five years' experience within a fundraising role and a solid understanding of the grant giving sector.
- Demonstrable track record in securing grant funding.
- Experience of building partner relationships.
- Excellent report writing skills.

Competencies:

- Engaging communicator who is confident in representing the PRA to other parties (oral, written and presentation).
- Experienced collaborative worker and relationship builder, but also able to work independently whilst managing own workload.

- Resilience and commitment to the goals of the Charity with high levels of self-motivation and enthusiasm – can maintain personal effectiveness under pressure.
- Good planner and strategic thinker with experience of prioritising and managing workloads to agreed deadlines.
- Good influencing and negotiation skills – ability to present sound arguments to convince others.
- Analytical – identifies gaps, data, and key influencers and can translate analysis into practical action plans.
- Flexibility – adapts and works effectively with a variety of situations, individuals or groups.
- Strong bias for attention to detail and quality.
- Solid IT skills.