



Job Description: Fundraising Co-ordinator (One Day Per Week, One Year Contract)

Location: Dulwich Village Church of England Infants' School, Southwark, London

Duration: 1 Year

Working Hours: 1 Day per Week (Flexible working hours)

Salary scale: 6

Reporting to: School Business Manager

Purpose of the Role:

The Fundraiser will be responsible for creating and implementing fundraising strategies to support the financial growth and development of the school. This role involves building and maintaining relationships with donors, local businesses, alumni and other stakeholders in order to increase the amount of voluntary donations and regular giving that will go towards supporting the school development priorities and initiatives.

The fundraiser will not replace or implement the fundraising carried out by the PTFA, but may act as an adviser to its fundraising activities when needed or desired.

Key Responsibilities:

- **Fundraising Strategy Development:**
 - Develop a clear fundraising plan aligned with the school's priorities, vision, and values.
 - Identify and implement innovative fundraising methods, including an annual signature event, grant applications, and corporate partnerships.
- **Donor Engagement & Relationship Management:**
 - Establish and maintain relationships with potential donors, sponsors, and local businesses.
 - Communicate effectively with stakeholders, ensuring regular updates and acknowledgment of their contributions.
- **Event Planning and Execution:**
 - Organize and manage an annual signature fundraising event.
 - Collaborate with the school staff, parents, and local community to ensure event is successful.

- **Grant Applications:**
 - Research and apply for suitable grants from trusts, foundations, and local and national government sources.
 - Write compelling grant proposals and manage reporting requirements.
 - Seek opportunities for match funding within and outside of the school.
- **Budget Management:**
 - Develop and manage a budget for fundraising activities, ensuring efficient use of resources.
 - Report to the School Business Manager, Headteacher and Finance and Premises Committee regularly on the financial outcomes of fundraising efforts.
- **Marketing and Communication:**
 - Develop clear, engaging, and accurate communications to promote fundraising activities.
 - Create newsletters, social media posts, and other communications to keep the school community and funders informed and attract further funding.

Person Specification:

Essential Qualifications & Experience:

- Proven experience in fundraising, particularly in the education or charity sector.
- Knowledge of different fundraising methods, including events, sponsorships, and grant writing.
- Excellent written and verbal communication skills, with the ability to engage a wide range of stakeholders.
- Strong organizational and time-management skills, with the ability to work independently and manage multiple tasks.
- Familiarity with fundraising software or tools is an advantage.

Desirable Skills and Attributes:

- A passion for education and the values of the school and Southwark Diocese.
- Excellent interpersonal skills.
- Ability to work effectively with children, staff, and the local community.
- A creative approach to fundraising and problem-solving.
- Experience in managing or volunteering at school or community events.
- Ability to work flexibly and be adaptable in a changing environment.

Personal Attributes:

- High levels of initiative and self-motivation.
- Empathy and an understanding of the importance of inclusive and diverse communities.
- Strong interpersonal skills and the ability to build relationships quickly.
- A proactive and positive attitude, with a passion for achieving targets.
- To maintain confidentiality at all times .
- To carry out and communicate the DVIS vision and values in all aspects of work
- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

This is an exciting opportunity to make a tangible difference in the future of children at the school. If you have the passion and experience to help fundraise for the school, we look forward to receiving your application.