



Southwark Group of Tenants Organisations

Bells Gardens Community Centre,
19 Buller Close, London,

Campaigning for Housing Rights and Council Homes

SE15 6UJ

Fundraising/Marketing Officer

SALARY £26,000 PRO RATA (20 HRS PER WEEK) 1YEAR FIXED TERM CONTRACT

The SGTO is a borough wide community organisation funded through the Tenants and Residents Movement via the local authority. Our aim is to support tenants and residents in Southwark. The post holder will need to have an in-depth knowledge of social housing issues. You will need excellent communication, literacy skills, including good IT skills. You will need to demonstrate the ability to develop a marketing strategy for the services of the organisation. The post holder will be responsible for developing and promoting a diverse range of fundraising activities and projects to support our fundraising/marketing strategy and income generation.

You will have to demonstrable skills of **Fundraising/Marketing Officer**

The post also includes Meeting all fundraising strategy targets, timelines and income projections. You will develop public funding opportunities and activities, Research, identify and manage small-mid donations from trusts, foundations, institutional funders, governments and statutory-making bodies, corporate and private donors. Attract, build and develop relationships with new and existing corporate donors to secure long term and increased funding across a wide range of target markets. Manage a mixed portfolio of funders to best practice standards, ensuring reporting deadlines are met, terms and conditions for grants are satisfied, grant income is collected efficiently when due and donor retention remains an ongoing priority. Research new philanthropic foundations and likely sources of statutory funding in UK. Maintain and update database of fundraising contacts.

If you know you have the following skills please contact the office on: info@sgto.co.uk or call us on: 020 76396718

- Experience of a wide range of fundraising activities (including public fundraising) and proven success of substantial income generation.
- Good knowledge of the principles of fundraising from trusts and foundations and experience in soliciting funds from these sources.
- Previous experience in preparing multiple funding application forms and writing detailed and compelling proposals.
- Excellent communication and presentation skills, both written and oral.
- Exceptional organisational and project management skills with the ability to prioritise and deal with a variety of tasks.
- Ability to work independently as well as part of a team.
- Excellent diplomacy skills.
- Good experience of social media and digital marketing. Likely to be responsible for several or all sources of potential income