

Job Title	Fundraiser
Salary	£17,500
Hours	Flexible: 15 – 20 hours per week
Location	Flexible – head office in Totnes
Purpose of role	To help fulfil Transition Network's objective of supporting community-led responses to peak oil and climate change through building resilience and happiness, by maximising the short and long-term income for core and project costs. As with all Transition Network posts this is a results oriented position.
Reports to	Chief Executive
Key reports	None, as yet
Key relationships – internal	All Transition Network staff, directors and trustees
Key relationships – associated bodies	Transition Town Totnes
Key relationships – external	Funders
Main responsibilities	<ul style="list-style-type: none"> • To assist in the development and delivery of the strategy to enable Transition Network to raise the funding required each year from statutory funders, charitable trusts and other bodies/individuals and to create the appropriate mix of funding sources. This will start from the position of the current Transition Network fundraising structure but may involve developing new and imaginative fundraising activities, coordinating web-based fundraising, and/or working with all forms of media. • Directly produce high quality applications for funding for Transition Network's core and project work from statutory and trust funders – responding to open funding programmes and proactively seeking new funding opportunities. • Support and work with Transition Network staff, trustees and volunteers in producing high quality funding applications. • Raise awareness of the charity and its work, which may involve giving talks to groups or dealing with the media • Monitor and manage Transition Network's relationships with funders, ensuring that all reporting and other requirements are met and supporting trustees and staff as required to make those relationships succeed. • Develop new funding relationships, to open up more funding opportunities for Transition Network, and manage existing relationships with funders. This includes building and maintaining profitable, long-term fundraising relationships with donors and potential donors as well as managing and updating databases to record donor contact and preference information.

	<ul style="list-style-type: none"> • Keep up-to-date with all statutory funding opportunities for Transition Network work, and pro-actively help to ensure that Transition Network pursues new funding opportunities. • Monitoring Transition Network fundraising income and expenditure against budgets and targets. • Attend Transition Network events where appropriate when key statutory funders and trust personnel are present. • To cost-effectively manage and develop all internal systems with the rest of the team to ensure maximum income and compliance with any relevant legislation.
Special notes	The post may include travel in the UK, in particular to the conferences arranged by the Transition Network
Person specification	Essential
	<ul style="list-style-type: none"> • A self-starter who enjoys the challenge of presenting fundraising requests to trust and statutory funders • Logical and clear thinker • At least three years fundraising experience from trust and/or statutory sources • Excellent written skills, including the ability to write clearly and succinctly and an understanding of the different styles required for different funders • Excellent interpersonal skills • Ability to be creative • Ability to produce and understand budgets • Excellent analytical skills • Good IT skills • Experience of working as part of a team and working to deadlines • Commitment to the aims of the organisation
	Desirable
	<ul style="list-style-type: none"> • experience of working with volunteers • experience working with an small NGO. • understanding of the Transition model and experience of participating in a Transition initiative or intention to do so.