

## Fundraiser Officer

Job Title:	Grant/Fundraiser Officer
Salary:	£13.50-£18 ph
Responsible to:	Director
Location:	67 Bridge St, Glasgow G5 9JB
Hours of Work:	18 per Week (3x 6hrs)
Experience	Fundraising: 2 years minimum(required)
Duration	8-9 weeks

### About Inhouse CIC

Inhouse CIC works with communities to create inclusive events that focus on health and wellbeing, arts and heritage, integration and the environment. We work with groups and individuals to empower them with the skills and confidence to put on events which, in turn, improve their communities. We activate underused sites and turn them into positive spaces for community groups to engage with, like Queen's Park Arena in Glasgow's southside. We provide volunteering opportunities, training and skill sharing and signposting towards employment within the events industry.

### Context of Role

Inhouse Events CIC is looking for an experienced and enthusiastic fundraiser. Responsible for identifying sources of funding, processing **Grant applications** and leading on grant and tender applications you will be making a significant contribution to the fundraising effort. Our ambition is for a fundraising officer to raise 200K to go towards a free programme of events that would reach up to 50,000 visitors in the 2023 programme. This would be for a season of approximately 50-60 days programming and split across 3 blocks between May-August

### Duties and Responsibilities

- Research grants giving opportunities which may be of interest to the organisation.
- Prepare persuasive applications and manage and develop new and existing relationships with key contacts.
- Plan key stages of tender and bid submissions to ensure deadlines are met and team members are given enough time to gather information.
- Keep up to date and accurate records of all donations
- Provide regular reports for the Board and Senior Management Team

### **Main Responsibilities**

You will have experience of writing and delivering successful funding applications. Along with excellent written and oral communication skills you will have the ability to provide information, which is clear, methodical and easy to understand, organise your own time effectively, meeting deadlines whilst showing good attention to detail. Strong IT skills are essential with knowledge of Microsoft Word, Excel, Google Workspace.

**To Apply Kindly send CV and cover letter to**

**[pete@inhouse.scot](mailto:pete@inhouse.scot)**

**[cic@inhouse.scot](mailto:cic@inhouse.scot)**