



Greener and Cleaner – Fundraising/Bid Writer- Contractor

JOB TITLE: Fundraising Bid Writer

CLOSING DATE: Tuesday 3rd May

SALARY: £350 per day (not expected to be more than two days per month for the first year, with none guaranteed)

CONTRACT TYPE: Temporary Contractor

SECTION: Charity Support

LOCATION: Working from home with possible meetings at the Greener & Cleaner Hub upstairs in The Glades shopping centre (negotiable).

RESPONSIBLE FOR: Writing and submitting up to 12 larger fundraising bids on behalf of Greener & Cleaner, increasing the availability of funds to support our charity to deliver, and enable G&C to increase the number of projects undertaken, directly impacting more people in Bromley and beyond.

ABOUT THE CHARITY:

Greener and Cleaner (G&C) was started in 2019 as a community interest company to help bring local people together and make a difference in order to help our planet and the future of our loved ones. In 2021 we achieved charity status and have grown to over 6,000 members and over 100 volunteers who give up their time to teach, help and deliver impactful events to the local community.

ABOUT THE FUNDRAISING BID WRITER ROLE:

Greener and Cleaner (G&C) are looking for a fundraising bid writer to write up to 12 different bids in a year, in order to increase the funds available to the charity. We hope to bring someone on board who will remain with us for some time, learning the charity's mission, people, strengths and ways of working, rather than supporting on one bid only. The fundraising bid writer will additionally support the development of a fundraising strategy to identify which leads would be the most promising for G&C. They will support execution of the strategy, developing proposals and win themes for larger bids, and support the writing of high quality bids to potential funders including grants, trusts & foundations and individual donors. The temporary contractor will be a sole trader or Limited Company outside IR35, on

standard G&C terms (with contract allowing for future re-engagement for similar services if both parties are amenable by addition of an additional Schedule of Work).

Please note: The contractor will be subject to a reference and DBS check, in line with Greener and Cleaner's Safer Recruitment policy.

PERSONAL SPEC

- Recent experience (with evidence of success) in bid writing/ fundraising within the charity space would be a bonus.
- Ideally a Bromley resident or Bromley based Business (but experience matters more than location)
- Experience in working with different kinds of funding stakeholders, able to understand G&C's mission and be able to articulate it effectively
- Flexible to work sometimes at short notice, and alongside volunteers with availability which varies significantly

DUTIES AND RESPONSIBILITIES:

- Identifying and creating a fundraising strategy in line with Greener & Cleaner's mission;
- Look for the best fundraising leads that match the vision for G&C;
- Writing compelling fundraising bids for such funders, highlighting our mission and what we aim to achieve with the money;
- Managing the progress of each live application, answering any questions that may arise;
- Researching, developing and maintaining a pipeline of potential funding opportunities for G&C;
- Ensuring all communications with potential funders are recorded for future use;
- Creating a library of key information for use across large and small bids by volunteer fundraisers, which reduces rework;
- Monitoring and analysing key performance indicators used successfully to keep a record of what works well for what funders;
- Working with different teams across the charity to ensure a wholesome picture of the organisation is delivered as a final submission;
- Staying informed of key trends and developments within the environmentally friendly sector and charity sector;
- Keeping up to date with any key changes and best practices within the fundraising industry.

If you think you might be interested and meet most of our requirements, please send a summary of experience or CV to gcbbjobs@gmail.com to express an interest.