

**Fundraising Officer Job Description**

**Role Summary:**

The Fundraising Officer supports the generation of income for The Carbon Literacy Project and The Carbon Literacy Trust. Working with business development colleagues and delivery staff, you will help to identify income sources, approach funders and partners, develop and write bids, and contribute towards the annual income of The Carbon Literacy Project.

**Role Title:**  Fundraising Officer

**Team:** Fundraising Team

**Responsible to:** Head of Project Development

**Responsible for:**  Volunteers as required

**Rate:**  FTE range: £24,000 - £28,000 (dependent on experience)

**Hours:** This role can be full-time (37.5 hours per week) or part-time.   
 Our usual working day is 9:30 to 17:30.   
 This is a freelance role, so working hours are flexible.

**Location:** We offer the choice of working from our Manchester office, hybrid or remote working. You may be required to travel to Manchester or other locations for key events.

**Application Deadline:** NB: We will be reviewing applications fortnightly and will close the application process once a suitable candidate is found.

**About The Carbon Literacy Project:**

The Carbon Literacy Project is a celebrated, multi-award winning, globally unique climate change project founded in Manchester. It is a registered charity (No 1156722) and is run on behalf of its trustees (The Carbon Literacy Trust) by founders Cooler Projects CIC. The Carbon Literacy Project is based at Manchester Metropolitan University’s Innospace. Carbon Literacy offers a unique and flexible framework for a day’s worth of highly relevant climate change learning, and with large-scale take-up across the UK and Europe, over 50,000 learners have now been certified as Carbon Literate.

Carbon Literacy learning and certification covers the essentials of climate change, carbon footprints, how an individual can ‘do their bit’, and why it is relevant from an individual to organisational level. Carbon Literacy is aimed at three distinct audiences – those that live, those that work, and those that study. As the certification body, this enables The Carbon Literacy Project to capture all audiences in its aim to offer every citizen Carbon Literacy training. As the certification body, we directly advocate for the delivery and uptake of Carbon Literacy training, support organisations, trainers and individuals to do so, and actively work to create low-carbon culture change.

**Role Description:**

Joining our developing Fundraising Team, this new role is the first dedicated fundraising position within The Carbon Literacy Project. As the demand for climate education and action continues to grow, Carbon Literacy remains the gold standard for training. At our current growth rate, the number of certified citizens doubles every 13 months. Continuing this level of growth is imperative to The Carbon Literacy Project, and our Fundraising Team is at the forefront of meeting this demand; responsible for finding new funding opportunities and securing funding to support the ongoing work of The Carbon Literacy Project.

As Fundraising Officer, it will be your role to secure funding from currently untapped sources. You will be industrious, imaginative and independent in your approach to fundraising. Working across a wide range of tasks but with a key focus on Trusts and Foundations, you will understand the various funds suitable to our work and will build and manage relationships with those funders. By combining your experience in fundraising with your passion for climate action and comprehensive knowledge of Carbon Literacy, you will write successful funding bids, enabling the continued growth of The Carbon Literacy Project and our consequent impact. You will also support existing funding initiatives such as our Partner Scheme and individual giving campaigns.

**Responsibilities and Duties:**

* Identify suitable sources of charitable trust and foundation funding for projects and programmes of activity and monitor the external funding environment, alerting colleagues to appropriate new sources as required.
* Write high quality funding applications to funding bodies such as charitable trusts, BIG Lottery, local and regional funding sources as required.
* Work with Head of Project Development to develop fundraising strategies and actions.
* Research and develop fundraising opportunities, and secure funds from the public, private and voluntary sectors.
* Make approaches to funding bodies as identified and secure funding for a range of programmes and projects.
* Ensure that funders’ requirements are communicated to ‘project managers’ and the targets are met and accurately reported on.
* Support individual and organisational relationship-building activities with our key charitable trust and foundation targets.
* Monitor and prepare reports as required.
* Support the development of, and maintain the data within, the fundraising functionality of our CRM.
* Support existing funding initiatives, such as our Partner Scheme, and individual giving campaigns as required.

**Skills and Experience**

**Essential**

* Experience volunteering or working in a fundraising role
* An engaging communication style and great at building relationships with people
* Excellent written English language skills
* Good presentational experience and skills
* Strong organisational and administrative skills
* The ability to work well as part of a small team to achieve shared outcomes

**Desirable**

* Certified as Carbon Literate
* Experience volunteering or working with a charity, particularly in the field of sustainability
* Evidence of previous successful bid writing
* Experience working with or for Trusts and Foundations
* Professional qualification or membership e.g. Certificate in Fundraising
* Familiarity with Salesforce, Slack, and Microsoft Suite, or comparable platforms

Person Specification

* Comfortable working in a dynamic environment where work is varied, fast paced, and hugely rewarding
* Ability to work autonomously, as part of a team and as a collaborator
* Used to juggling multiple tasks and effective at prioritising
* Proactive and passionate about the role that all organisations can play in creating a low carbon future
* Passionate about mitigating the climate crisis

The Carbon Literacy Project is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of flexible working arrangements to support people from different backgrounds. We particularly encourage applications from individuals who are Black, Asian, or belong to an ethnic minority in the UK, as well as those from working class backgrounds, and those living with disability, all of whom are currently under-represented within The Carbon Literacy Project and the wider environmental sector.

**Application process**

Please apply using the form [here](https://form.jotform.com/230235657781359). There is a section to attach a CV. Please do not attach a cover letter as this information is covered within the form.

If you have any additional questions, please email careers@carbonliteracy.com.

**All information will be treated in strictest confidence and used only within The Carbon Literacy Project and its associated projects. Information will be stored electronically. No information will be passed on or contact made with any third party without your permission.**