



Fundraising (and/or) Partnerships Officer

Role Summary:

We are seeking a new addition to our Fundraising Team. This position will either focus more on fundraising or corporate partnerships, depending on the experience you bring to the team. As Fundraising (and/or) Partnerships Officer, it will be your role to secure funding for The Carbon Literacy Trust. As a key member of the Fundraising Team, working in collaboration with teams across the organisation, you will maximise on our existing leads for corporate partnerships, event sponsors, major donors or institutional funders, as well as helping to develop new leads. By combining your experience in fundraising and/or partnerships with your passion for climate action, you will enable the continued growth of The Carbon Literacy Project and our consequent impact.

Role Title: Fundraising (and/or) Partnerships Officer
Team: Fundraising Team
Responsible to: Fundraising & Partnerships Coordinator
Responsible for: Volunteers as required

Rate: FTE range: £25,000 - £29,000 (dependent on experience)

Hours: This role can be full-time (37.5 hours per week FTE) or available as 0.8 FTE (4 days per week).
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. You may be required to travel to Manchester or other locations for key events, in which case travel will be reimbursed.

Application Deadline: Midnight, 2nd October 2024.

Interviews: Between the 3rd-9th October 2024.

About The Carbon Literacy Project:

The Carbon Literacy Project is a 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). 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 relevant climate change learning, and with large-scale take-up across the UK and Europe, over 100,000 learners have now been certified as Carbon Literate.

Carbon Literacy learning 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. 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 second 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 to enacting low carbon culture change. 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.

We need additional capacity within our Fundraising Team and we are willing to tailor this role to the right person, depending on their area of specialism in fundraising or partnerships. As Fundraising (and/or) Partnerships Officer, it will be your role to secure funding by maximising on leads for corporate partnerships, event sponsors, major donors or institutional funders. You will be proactive and imaginative in your approach to fundraising and be capable of building relationships.

This is an interesting and varied role in which you will have the opportunity to work across multiple fundraising streams and gain experience in different areas. In particular, we are seeking additional capacity and experience in the areas of corporate partnerships, event sponsorships, major giving or regular giving. If you enter our team with experience in one of these areas, you will have the backing and autonomy to drive this area of fundraising forwards and make it your own.

Responsibilities and Duties:

- Assist the Fundraising & Partnerships Coordinator in researching and developing fundraising opportunities.
- Support individual and organisational relationship-building activities with our key prospects.
- Support the development of, and maintain the data within, the fundraising functionality of our CRM.
- **Based on your current skills & experience, you will also be involved in one or more of the following areas:**
 - Prospecting and securing sponsors for our annual events
 - Prospecting, acquisition and stewardship of corporate partnerships via our Partner Scheme.
 - Prospecting, acquisition and stewardship of major giving leads.
 - Individual giving (including match-funding campaigns, raffles, email appeals, A/B testing and developing regular giving pipelines.)
 - Writing high quality funding applications to funding bodies such as charitable trusts and foundations, local and regional funding sources as required.

Essential Skills & Experience

- Experience in a fundraising role
- An engaging communication style and great at building relationships with people
- Excellent written English language skills
- Good presentation experience and skills
- Strong organisational and administrative skills
- The ability to work well as part of a small team to achieve shared outcomes.
- **Experience in one or more of the following areas:**
 - Securing Event Sponsorships and/or Corporate Partnerships
 - Major Donor Prospect Research, Acquisition & Stewardship
 - Individual Regular Giving

Desirable

- Certified as Carbon Literate
- Experience volunteering or working in the field of sustainability
- Experience of working with and maintaining a CRM database & managing a prospect pipeline
- Familiarity with Salesforce, Slack, and Microsoft Suite, or comparable platforms
- Evidence of success in fundraising or partnerships in a prior role

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.
- Efficient at juggling and prioritising multiple tasks.
- Ability to take on board and synthesise information quickly.
- 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](#). There is a section to attach a CV if desired, but 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.