



## **Job Vacancy**

### **Fundraising and Monitoring Lead**

Tending Specialist Stroke Services (TSSS) requires an experienced and passionate person to take the lead with fundraising and monitoring, based in the Specialist Therapy and Rehabilitation (STAR) Centre in Holland on Sea Essex. The role will require the charity to remain solvent and sustainable to continue to achieve the aims of the charity in supporting those with a neurological condition.

#### **Key Responsibilities**

- Secure funding by approaching trusts, businesses and individuals.
- Work with others to promote and recruit volunteers to the charity.
- Create and deliver communication campaigns for donations.
- Organise events or other activities that aim to generate donations or more generally increase awareness of the charity.
- Develop and manage web-based fundraising and online auctions when applicable.
- Continue to encourage supporters to maintain their regular donations and inspire new supporters through relationship development.
- Create and maintain performance reports to ensure clear visibility of the efforts required to reach the target.
- Provide monitoring reports for contracts and funding bodies.
- Any other duties as reasonably required.

#### **Person Specification**

- Experience in fundraising and monitoring using appropriate software and funding platforms.
- Have proven competency in raising funds and awareness campaigns.
- Be willing to gain an understanding of neurological developments in rehabilitation and work towards accessing appropriate funding streams.
- Be a skilled communicator including excellent presentation skills for a variety of situations.
- Be highly organised and have the capability to think and work creatively.
- Be self-motivated and work to a high standard to maintain focus on the charity.
- Have the ability to build and develop a wide circle of support for the charity.
- Be detailed in approach to gain maximum benefit in funding applications.
- Be adaptable to meet the needs of the charity and changing funding climates.
- Ability to work under pressure and to meet deadlines.

**Qualifications**

- Educated to Degree level or equivalent
- Continued Professional Development

**Benefits**

- Paid annual leave allowance
- Being part of a team of professionals

**Hours:**

22.5 hours per week (Tuesday, Wednesday and Thursday or as and when required subject to the needs of the charity)

**Salary:**

£20 per hour

**Application**

If you would like to apply, please send a cover letter outlining why you would be suitable for this post and include a current CV to [ailen\\_hankin@tendingstroke.org.uk](mailto:ailen_hankin@tendingstroke.org.uk)

**Closing Date: Thursday 2<sup>nd</sup> January 2025**