



JOB DESCRIPTION: FUNDRAISER

SALARY: £26,000 - £34,000 *pro rata* dependent on experience

DAYS: Part-time, 1 day/week

DURATION: 6 months fixed-term contract (3 months probation period), with the possibility of extension subject to funding

LOCATION: Makespace Oxford, 1 Aristotle Lane, Oxford, OX2 6TP

ABOUT SOLIDARITY ECONOMY ASSOCIATION

Solidarity Economy Association (SEA) is a not-for-profit, multi-stakeholder co-operative working to support the growth of the solidarity economy movement. Our vision is a thriving solidarity economy for the UK – an economy based on economic and social justice, diversity and pluralism, co-operation, self-management, and ecological sustainability.

Based in Oxford, we work across the UK primarily, although we do undertake some activity internationally. We currently deliver project-based activity focusing on education and awareness-raising of the current issues our society faces, and the ways in which solidarity economics can be a solution to those issues.

MAIN PURPOSE OF THE ROLE

Solidarity Economy Association are looking for an experienced and pro-active individual to help execute our fundraising plan. You'll need to have a strong track-record of engaging with stakeholders, a proven ability of securing support and of developing new partnerships with a range of organisations. You will be responsible for working closely with other team members to secure ongoing funding for our range of different projects, which include education and awareness-raising projects about economic alternatives to capitalism, to the development of Linked Open Data and digital mapping technology projects, to co-operative development in Northern Syria.

Currently our income is a blend of grants and donations, with most of our funding to date having been from a single endowment. As the endowment draws to a close, we want to diversify our income sources, and we also have aims to develop a consultancy workstream based on our

technology work. This is an exciting time to join SEA, and we're looking for someone with drive and experience to work with us during this transition.

SEA operates in a non-hierarchical way, and, as part of a small team, you will have a lot of autonomy, so it's important that you feel comfortable in that position. You'll need to be self-motivated and collaborative in your approach.

Your main point of contact will be the Fundraising Lead, who is based in Oxford. You'll also work closely with other members of the team, particularly the Communications Manager and the Finance Officer.

RESPONSIBILITIES

- Identifying opportunities to fund SEA's projects and core activities;
- Supporting project leads in planning and writing funding bids;
- Supporting the finance team by maintaining fundraising projections;
- Developing and maintaining a funding activity calendar;
- Constructing and maintaining a database of relevant funders.

SKILLS AND EXPERIENCE

ESSENTIAL

- Excellent organisation skills
- Excellent communication skills
- Extensive grant writing experience across a range of funders and funding mechanisms;
- Experience developing budgets for grant opportunities;
- As some of the projects are technical, you must be able to communicate technical information unambiguously to both external organizations with no technological knowledge and to the internal SEA technical team;
- Reasonably numerate and be proficient maintaining spreadsheets;

DESIRABLE

- Familiarity and/or interest in new/alternative economics;
- Experience of developing cost/pricing models;
- Experience in working with co-operatives, not-for-profits, NGOs and/or charities.

HOW TO APPLY

Please apply by email to **Colm Massey** at info@solidarityeconomy.coop. The application should include:

- A cover letter explaining why you're interested in the role and how you meet the person specification, giving examples where possible (and saying how you found out about the role)
- Your CV

We encourage applications from all genders; Black, Asian and minority ethnic people; people who identify as having a disability; people from the LGBT+ community; and people from all classes and backgrounds.

If you have any further questions, please contact us by email at info@solidarityeconomy.coop or by phone on 07983 390434.

Closing date for application is: Midnight, 6th January 2019

Interviews will take place: Week comencing 14th January 2019