



ADVOCACY ACADEMY

Fundraising Coordinator

Information For Prospective Applicants

CONTACT FOR ENQUIRIES

recruitment@theadvocacyacademy.com

SUMMARY

Position Title: Fundraising Coordinator

Level: Level 3

Salary: £27,000 - 31, 320 (FTE yearly)

Reports to: Head of Fundraising

Location: Liberation centre Brixton, London (New office in Brixton)/ Remote working within the UK with at least 2 days work from our office (Pro rata for part time)

Contract: Part time (24hrs/weekly), fixed-term contract for 2 years, with potential for extension and role expansion.

Hours: TAA has flexible working hours, with some expected evenings and weekends due to the nature of the role. All extra hours are reimbursed as Time off in Lieu (TOIL).

Start date: As soon as possible (potentially July)

Benefits: TAA laptop and phone, (employee assistance and health cash package including staff supervision, counselling, dental, optical care and more.).

The Advocacy Academy is an activist youth movement. We serve as the political home for grassroots youth organising and the catalyst for collective action. The lives of the young people we work alongside have been directly shaped by living in an unjust world, and we exist to turn their anger into action.

Young people are often the catalysts for major social change, from the Student Nonviolent Coordinating Committee at the heart of the Civil Rights Movement, to the Soweto Uprising mobilising young people to resist the apartheid regime's education policies, to the Sunrise Movement redrawing the electoral map across America, and more recently encampments and protests across the world protesting the genocide in Palestine. **How successfully they achieve real and lasting change depends on whether they are organised and whether they have the right strategy and tactics to be effective.**

At the Advocacy Academy, we know that power is built through organised people and organised money - fundraising is a core part of our strategy to sustain, grow, and scale a national movement for youth-led change, this why **we are looking for a Fundraising Coordinator** capable of supporting our Development team to build and nurture relationships across the sector and bring in new funders to support The Advocacy Academy's work. We want someone who is excited **to support the development team in managing a portfolio of small trusts and foundations.**

We want our young leaders to win and to build real power across the UK that ensures that the generations that follow aren't just inheriting our mess, but our equipped and ready to fix it. That's why we are looking for someone to support the Development department team on key development milestone. **You will be highly motivated, with a high standard for yourself and others.** We're seeking someone detail-oriented and disciplined, with a track record of working with different audiences and stakeholders. **You may not have a previous fundraising background but you will be passionate about a career in charity fundraising.**

Before you skim the job description, **please remember you don't have to tick all the boxes for each role to apply. Charity experience is not a requirement!** We all experience a bit of imposter syndrome, including the staff here at The Advocacy Academy. Let's name it for what it is - a manifestation of the oppression many of us face on a day to day. If this role pulls you and you believe you could make a difference, then apply anyway or reach out to us to discuss more!

AREAS OF RESPONSIBILITY

1. **You will be accountable for managing a portfolio of small trusts and foundations**, including but not limited to:

- A. Support research into a broad range of prospective donors and partners, contributing to outreach efforts, and helping maintain our supporter pipeline.
 - Map networks and identify connections into the TAA community
 - Update and communicate key opportunities to the team
- B. Taking ownership of small grants up to the value of £20,000, as part of the Development team's broader strategy
 - Drafting and submitting a target number of applications through the year with the support of the Head of Fundraising.
 - Building comfort and confidence in communicating TAA'S work to a variety of funders e.g., youth focused, community focused, or capital projects
 - Help maintain accurate donor records, and assist with reporting and data tracking to support decision-making.
- C. Steward relationships with trust and foundation donors to encourage ongoing support
 - Engaging meaningfully with donors and developing lasting relationships with key grant managers
 - Build and steward relationships with trust and foundation funders in the small trust portfolio
 - Coordinate with the broader team to produce impact reports which supports strengthening the relationship

2. **You will ensure that your responsibilities run like well-oiled machines** by being a conductor of the orchestra through becoming a key member of the development team supporting the team to reach their income goal for the year during key moments:

- A. Support the Head of Fundraising to submit larger fundraising applications, including research on foundation priorities, gathering supplementary materials, and drafting specific questions as needed
- B. Support the development of fundraising materials - creating assets in Canva, helping with appeals, and contributing to decks, invites, and supporter comms.
- C. Support the Individual Giving Lead to organise donor cultivation events and giving initiatives, supporting logistics, planning, sourcing, and on-the-day delivery.

3. **Share responsibilities for achieving our strategic objectives by upholding our vision, mission, strategy, ideology, and cultural values within your area and also across TAA, supporting on cross-departmental projects as needed:**

- A. Embody our commitment to social and economic justice
- B. **Role model upholding ideology, culture and value expectations** across the organisation including but not limited to: leading by example across departments and during team days and role-modelling leadership, identifying new opportunities to the Head of Fundraising and to the Development team and identifying risks to our integrity and authenticity in relation to ideology and culture
- C. **Ensure that you work in tandem with and in support of other team members** including but not limited to: encouraging collaborations across other departments with resources as needed
- D. **Take responsibility for communicating your own wellbeing and needs** and providing feedback on TAA wellbeing initiatives to your line manager, and contribute to living the TAA culture
- E. **Take responsibility for pursuing your own development** to build knowledge and skills to fulfil your role and areas of interest

4. **Governance and Compliance**

- A. **Work with the Finance, HR and Operations to prioritise and centre risk management** in your portfolio: feeding into risk analysis and mitigation, identifying and escalating risks to the strategic objectives, taking the lead to mitigate risks early and thoroughly.
- B. **Ensure understanding and compliance with TAA policies and practices** and take the lead on their implementation within your portfolio

A BIT ABOUT YOU

- You are passionate about, and committed to, creating a **more fair, just and equal world**.
- **You believe in the potential of young people** to challenge the status quo and are dedicated to helping them become more powerful citizens.
- You've got a deep understanding of, and a personal relationship with, issues of social justice. From racism to the housing crisis to climate justice, **you'll be aware of how systemic injustice operates in our society**, clued-up and well-informed on the big issues of our time, and committed to changing them.
- You'll be **comfortable managing a "to-do" list of competing priorities** and balancing your workload to meet competing deadlines.
- You're a **sensitive and thoughtful relationship-builder** who is interested in building a network of relationships to support the Advocacy Academy's work. You're a great listener, and remember people's names, faces, and stories.
- You're a **confident written and verbal communicator**, who is comfortable with tailoring communication to reach a diverse range of audiences and stakeholders.
- You're proactive, organised, and eager to learn, whether that's chatting with potential funders, researching new opportunities or collaborating with teammates.

IDEAL SKILLS & EXPERIENCE

- Detail oriented
- Strong written and verbal communication skills
- Experience working with different audiences or types of stakeholders
- Project management and experience working collaboratively across teams both in person and online
- Excellent organisational skills with confidence managing multiple tasks at the same time/ balancing multiple priorities to meet deadlines
- Experience with our existing systems e.g., Microsoft Excel/ Google Sheets, Canva
- Confidence working in a fast-paced environment

This is an outline of the responsibilities and duties of the Fundraising Coordinator role, it is not intended as an exhaustive list and may change from time to time to meet the changing needs of the Liberation Centre and our young people. Any changes will be made in consultation with the post holder.

HOW TO APPLY

Candidates will be asked to **provide a CV and a Cover Letter OR a supporting video application addressing the following questions** (no more than 1000 words or 10 minutes for all questions).

- Tell us about a social justice issue that makes you angry and why it matters to you?
- Fundraising is all about building relationships and telling powerful stories. Tell us about a time when you successfully cultivated a relationship with someone when working towards a shared goal - What did you do and what did you learn?
- Include anything else you would like us to know as we consider your candidacy for the **Fundraising Coordinator** role.
- **Apply [here](#)**

In addition, please also provide information on your notice period and your availability for interview. You may also **attach any other content** that would be relevant for us to have in order to showcase interest and experience. The content can come in any form of media, including but not limited to - a mind map of ideas, a timeline or portfolio of your work, life or experiences; a recording; a Powerpoint or other form of presentation; a song, article, poem or other writing samples.

DATES

- **Closing Date:** The deadline for applications **18th May 2025 by 1pm.**
- **Task:** If shortlisted you may be required to complete a short written assessment task.
- **First Round of Interviews:** will be scheduled for **26th - 29th May 2025** (Dates are subject to change).
- **Second Round of Interviews:** will be scheduled for **2nd - 5th June 2025** (Dates are subject to change).

ONLINE OPEN HOUSE

Come and meet us! We will be hosting an online open house for anyone who is interested in hearing more about the role or what **The Advocacy Academy** is about. You can use this space to ask any questions you might have about the role, find out more about the organisation and meet some of our staff team. **Curious? Contact recruitment@theadvocacyacademy.com** to indicate your interest.

NOTHING ABOUT US WITHOUT US

We aim to be representative of the community we are working with. We encourage applications from people of colour, those who identify as LGBTQIA, working class as well as disabled people, those living with mental health conditions, refugees and migrants. We welcome people from all identities who are made to feel marginalised.

We're not just committed to being an equal opportunity employer, we actively celebrate diversity in all its forms. Let us know if we can do anything to make the application or interview process more accessible. If you are invited to interview, we will at that point ask you for any accessibility requirements or preferences.

As an employer we make all reasonable adjustments to support employees in their work if they are disabled or have a health condition. We support the [Access to Work](#) scheme which could provide you with financial support to get the help you need to do all tasks successfully. We are happy to facilitate Access to Work assessments and reclaims, and would actively welcome applicants who would need this in order to do the job.

All staff who work on our programme must have, prior to starting work, a returned satisfactory **enhanced Disclosure and Barring Service (DBS)** dated no earlier than 1st January 2021. The Advocacy Academy will assist the application for, and pay for the processing of, a new DBS for staff members where required.

We welcome applications from people with **convictions**. Please disclose in your application if you have any convictions, cautions, reprimands or final warnings that are not "protected" (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)). **We consider each person on their own merits, taking into account all the circumstances.**