



## **Development Coordinator**

*Events & Community fundraising, support for Trusts & Foundations & Corporate Partnerships*

BIGKID is looking for an experienced, creative and motivated team player to take on this vital role at an exciting period of growth in our organisation's journey. If you are a people person with passion, commitment, brilliant ideas, strong organisational and communication skills, then we would love to hear from you!

### **About Us**

BIGKID's mission is to end youth violence. We equip young people to take control of their lives, find, develop and act on their own potential. We strongly believe that behind every kid is something BIG.

BIGKID is a growing, multi-award-winning organisation with many exciting opportunities from our amazing site in Brixton, including Cook Off events with Michel Roux Jnr, sailing in Suffolk, NFL and Nike collaborations to quiz nights, youth club and mentoring. This role will enable you to drive our fundraising forward in a team which will encourage you to try new things and make the job your own.

BIGKID is possibly the best organisation you will ever work for. The work environment is flexible, family orientated and buzzing with creativity.

### **About the role**

We are looking for a dynamic, self-starting superstar to work alongside our Head of Development and wider team to drive our programme of fundraising events and support our amazing volunteer fundraisers. You will also help write funding bids and steward of our incredible supporters, donors, partners, funders and other stakeholders.

Most of your work will be at our HQ in Brixton, some travel within London as well as home working. Some evening and weekend work will be required from time to time.



**You should apply for this job because:**

- BIGKID is an effective, impactful and ambitious organisation.
- The work is flexible.
- You can make the role your own.
- You will be part of a fabulous team.
- You will be impacting the lives of thousands of young people.

**Application Process**

Stage		Dates
1	Send a completed application form and current CV to: Unika@bigkidfoundation.org	Deadline: 12 <sup>th</sup> July 2024
2	<ul style="list-style-type: none"> <li>• Interview at BIGKID office</li> <li>• Writing test e.g., letter to donor, case study</li> <li>• Values assessment</li> <li>• Approx 1.5 hours in total</li> </ul>	15 <sup>th</sup> – 19 <sup>th</sup> July 2024
3	A short interview with our young people at the BIGKID youth club.  Approx 30mins	22 <sup>nd</sup> – 26 <sup>th</sup> July 2024
4	A final interview with our CEO and trustee.	29 <sup>th</sup> July - 2 <sup>nd</sup> August 2024
5	Notify successful applicants	w/b 5 <sup>th</sup> August
6	Start date	September 2024

**Your main tasks will be:**

- Project manage our programme of fundraising events including our Sounds Familiar Music Quiz and Cook Off (hosted with Chef Michel Roux Jr and Livelyhood Pubs).
- Promote, support and develop community and volunteer fundraising opportunities.



- Assist with the generation of income from trusts, foundations and other grant-making bodies; writing in a way that tells a compelling story about our work, as well as being factually accurate and concise.
- Ensure funders and supporters are acknowledged and celebrated via our website, social media and publications.
- Work with the wider BIGKID team to develop proposals, monitor, evaluate and report on our activities
- Assisting with managing key partners such as donors, corporate sponsors, local authorities, community groups and individuals.

### Salary + Benefits:

- £28,000 - 32,000 depending on experience
- Full-time, Part-time hours considered
- Travel expenses covered within a defined radius

### Essentials:

- Excellent verbal and written communication skills including experience crafting engaging content, impeccable spelling, grammar and proof reading.
- Excellent interpersonal skills, with significant experience of building, managing and sustaining relationships with key stakeholders.
- Self-motivated with ability to be a flexible and cooperative member of the team.
- Ability to use initiative and think creatively
- Good organisational skills with an ability to prioritise work, meet deadlines and work effectively under pressure
- Ability to deal in a helpful, friendly and professional way with people from all social and professional backgrounds
- Brilliant storytelling abilities
- Excellent research skills and an ability to develop budgets
- Accurate data entry and record keeping
- Working knowledge of Microsoft Office, particularly Word and Excel.
- Strong administration skills
- Professional, thorough and determined personality
- Meticulous attention to detail and thorough approach
- Innovative, able to identify and act upon new opportunities
- Self-motivated
- Passionate



- Flexibility and willingness to work some unsociable hours

**Desirable:**

- Previous experience of fundraising.
- An understanding of charity law, UK philanthropy and the sector, particularly relating to youth work;
- An understanding of government policy and priorities relating to the sector.

**Preferable:**

- Degree level education or equivalent
- Some billionaire friends