

Fundraising Coordinator (Trusts & Foundations)

Location: Andrew Simpson Foundation Head Office, Poole, Dorset

Salary: £30,000 - £36,000 per annum (dependent on experience)

Contract: Full-time, Permanent (37.5 hours per week)

Reports to: Head of Philanthropy

Purpose of the Role

We are seeking an organised and motivated Fundraising Coordinator to help secure grant income that enables the Andrew Simpson Foundation to deliver life-changing programmes across the UK.

The primary focus of this role will be trusts and foundations fundraising, including researching funding opportunities, preparing compelling grant applications, coordinating reporting requirements and maintaining strong relationships with funders.

Working closely with the Head of Philanthropy, ASF centres and programme teams, the successful candidate will help demonstrate the impact of our work and secure the funding needed to support young people and communities through sailing, watersports and maritime education.

Key Responsibilities

Trusts and Foundations Fundraising

- Research and identify suitable grant-making trusts, foundations and funding programmes.
- Develop and submit high-quality funding applications, expressions of interest and grant proposals.
- Maintain a pipeline of funding opportunities and application deadlines.
- Support the stewardship of existing funders through regular communication and reporting.
- Prepare grant monitoring and impact reports in line with funder requirements.
- Maintain accurate records of applications, grants and reporting deadlines using ASF's CRM and fundraising systems.

Monitoring, Evaluation and Impact Reporting

- Work with ASF centres and programme teams to gather information, data and case studies.
- Collect participant stories, outcomes and impact evidence to support funding applications and reports.
- Assist in the preparation of impact reports for funders and supporters.
- Ensure grant-funded projects are monitored and reported accurately.

Fundraising Support

- Assist with donor communications and supporter stewardship activities.
- Support the delivery of fundraising campaigns, appeals and events where required.
- Assist the Head of Philanthropy with corporate fundraising opportunities and funding proposals as appropriate.

- Provide administrative support for fundraising activities across the Foundation.

Centre Collaboration

- Build positive relationships with ASF centres and programme teams.
- Support centres in identifying local funding opportunities where appropriate.
- Gather programme information required for funding applications and reports.
- Help ensure funding applications reflect local needs and organisational priorities.

Fundraising Administration and Compliance

- Maintain accurate fundraising records and donor information.
- Ensure fundraising activity complies with GDPR, charity regulations and fundraising best practice.
- Monitor application and reporting deadlines.
- Support the production of fundraising updates and reports for senior leadership and trustees.

Key Performance Indicators

Success in this role will be measured through:

- Number and quality of funding applications submitted.
- Value of grant income secured.
- Growth and maintenance of the trusts and foundations pipeline.
- Timely submission of grant reports and funder updates.
- Quality of relationships with funders and stakeholders.
- Effective support provided to the wider fundraising programme.

Essential Experience and Skills

- Experience in fundraising, grant applications, bid writing, business development or a related role.
- Excellent written communication skills and the ability to produce persuasive funding applications and reports.
- Strong organisational skills with excellent attention to detail.
- Ability to manage multiple deadlines and priorities.
- Strong interpersonal and relationship-building skills.
- Competent user of Microsoft Office applications.
- Commitment to the mission and values of the Andrew Simpson Foundation.

Desirable Experience and Skills

- Experience securing grants from trusts and foundations.
- Experience within the charity, education, youth development or sport-for-development sectors.
- Experience using CRM or donor management systems such as Salesforce, Donorfy, Beacon or Raiser's Edge.
- Understanding of monitoring, evaluation and impact reporting.
- Knowledge of fundraising regulations and best practice.

Working Arrangements

- Based at ASF Head Office in Poole.
- Occasional travel to ASF centres, meetings and events.
- Occasional evening or weekend work may be required.
- Full UK driving licence desirable.