

**Job Description: Fundraising Executive at AT The Bus
March 2025**



Job Title:	Fundraising Executive
Salary Range:	£29,000 - £31,000 FTE
Department:	Fundraising
Days / Hours per week:	3 days / 24 hours per week
Location:	Hybrid / with 1 day in New Marston Office, Oxford
Reports to:	Head of Fundraising
Reportees:	None

About AT The Bus

We are a charity based in Oxford, which offers a school-based programme of art as therapy to support the education, health and wellbeing of children and young people aged 5-16+ in Oxfordshire and London. Group sessions take place during the school day in a purposely designed therapeutic studio space either in a double decker bus located on school grounds, or in specially designed studio spaces within a school.

Job Purpose:

As the Fundraising Executive you will play a pivotal role in supporting the charity to grow. This position requires someone who is proactive, able to work under their own initiative and is a great relationship builder. You will work collaboratively within our Head of Fundraising and other team members to secure vital income streams and ensure effective donor engagement and promote our mission across various platforms.

Responsibilities:

Supporting the development and implementation of our fundraising strategy, in the following areas:

- **Grants:** Research and identify potential trusts and foundations, and other grant makers aligned with our cause, develop compelling funding applications, and manage grant reporting.
- **Community & Event Fundraising:** Responsibility for relationships with local community groups, schools and businesses. Planning and supporting community fundraising initiatives, such as events, challenges, and individual giving campaigns.

- **Other Income Streams:** Assist with exploring and developing new income streams, including corporate partnerships, major-donors, in-kind donations, and legacies.

Research:

- Conduct research to identify and qualify potential donors.
- Stay up-to-date on relevant fundraising trends and best practices.

Bids and Reporting:

- Develop and write compelling funding applications, proposals and reports.
- Maintain accurate and up-to-date records of donor interactions and fundraising progress in our CRM system.

Communication:

- Build relationships with key donors and stakeholders.
- Prepare materials for internal and external communications including social media posts, newsletters, impact reports.

Events:

- Assist with the planning and execution of charity events (for example ranging from fun-runs to charity dinners).

Other:

- **Equal Opportunities:** we are committed to achieving equal opportunities in the way we deliver services to children and young people, partners and employees. We expect all employees to understand and promote this policy at work.
- **Health and Safety:** all employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help apply our health and safety policy.
- **Child and Young People Focused:** we put our users' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Professional Development:

- We are keen to support continuous professional development and you will be encouraged to identify and enable your own ongoing learning to be able to best fulfill the requirements of this role.

OUR VALUES

We believe that we cannot move forward on our journey without a strong set of core values that support and steer us. Our values inform the way we live, act and breathe everyday.

CARE

We care about what we do and work together to ensure success. We support every child and young person by recognising their individual needs, providing dignity and respect.

INTEGRITY

Honesty and trust are key. We have the highest expectations of ourselves and take responsibility for everything that we do.

TEAMWORK

We work as a team, we support each other to ensure the best outcomes for every child and young person. We develop strong partnerships with schools, partners and supporters to achieve the best.

Person Specification: Fundraising Executive Experience

- 1+ year(s) of experience fundraising, bid writing, or new business development within charity / non-profit sector.

Essential Knowledge, Skills and Abilities:

- A self starter, able to work under own initiative and independently
- Excellent communication skills (written and verbal), with the ability to present ideas clearly and engagingly
- A creative thinker who is able to bring fresh ideas and identifying new solutions to our fundraising strategy
- Excellent research skills
- A strong team player
- A can-do attitude
- Well organised
- Excellent understanding of the charity landscape and how this role fits into the ambitions for growth of AT The Bus

Date Last Revised and Approved:	4 March 2025
Approver Name:	Maggie Scott / Juli Beattie