

# DEVELOPMENT OFFICER

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**The Kids Network is looking for the next go getter to join our growing team to transform the lives of little Londoners.**

## **About the role**

Option for role to be full or part time (3, 4 or 5 days per week)

£25k (full-time or pro rata)

This is an exciting opportunity for a highly motivated professional to join our passionate and ambitious charity as we continue to grow. In a fast-paced environment, you will contribute to a more equal and fairer London and have significant scope to develop your knowledge of fundraising and your role.

The Development Officer is a new post, responsible for prospect research of new grant opportunities, maintaining a detailed and insightful record of all grant funding, writing bids, writing funding reports, collecting and sharing stories which amplify the voices of the children we support and supporting our Senior Development Manager to achieve our income targets.

## **Benefits**

- Flexible working hours
- Flexible working arrangements (mostly home working with London office option)
- 25 days annual leave entitlement and extra bonus day on your birthday
- Great opportunities for progression
- A friendly, fun-loving, passionate team, with plenty of animal and food related chat

## **Key Responsibilities**

- Responsible for completing small grants under £15,000
- Support on any administration requests of funders
- Support with the compilation and proofing of large, multi-year funding bids
- Identify, research and cultivate prospective trust donors, to build a strong pipeline of high value prospects that will have a significant positive impact on income over the current and financial years;
- Oversee the collection and writing of high-quality, compelling stories of our mentees and mentors which can be adapted for different audiences and platforms.
- Report to the Senior Development Manager with progress against KPIs
- Act as a first point of contact for the Income Generation team
- Support the Income Generation team with administration, ensuring effective processes and GDPR practices are adhered to
- Responsible for organising and attending TKN fundraising/networking events as required

- Track, monitor and ensure all produced to maintain strong positive relationships using our CRM system Salesforce

### **About you**

With trust and foundation income being our largest income stream, you will be an exceptional storyteller and problem solver, with the ability to write clearly and concisely, adhere to tight deadlines and take a methodical and systematic approach to your work. You will have a keen eye for detail and a passion for using your communication skills to effect change.

Important too, will be the ability to learn new systems quickly and work well as part of a collaborative team.

### **Personal Specification**

- An exceptional writer with a flair for story telling
- Highly organised, process driven with a strong attention to detail
- Creative, energetic, enthusiastic and proactive team player

**To apply please send your CV and a short paragraph as to why you are right for this role to Senior Development Manager, [j.parish@thekidsnetwork.org.uk](mailto:j.parish@thekidsnetwork.org.uk). We will be interviewing on a rolling basis for an immediate start.**

The Kids Network is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS check.