



## Job Description and Person Specification

<b>Job Title :</b>	Fundraising and Income Generation Officer
<b>Location :</b>	Flexible working arrangements, primarily home-based, with some travel required to Newton Abbot and Paignton, Devon
<b>Accountable to :</b>	Co-CEO
<b>Contract :</b>	12-month fixed-term
<b>Salary :</b>	£28,000 per annum (full-time equivalent, pro-rata for 22.5 hours per week)
<b>Hours of Work :</b>	22.5 hours per week (3 days)
<b>Holiday Entitlement :</b>	126 hours each year
<b>Job Ref :</b>	P2B014
<b>Closing Date :</b>	Saturday 28th June 2025 at 10 am

## About Proud2Be

Proud2Be is a grassroots, queer-led social enterprise that supports and enables LGBTQIA+ people in Devon (and beyond) to thrive, be free, safe, and proud to be ourselves. We also work with others to acknowledge and help dismantle systemic oppression.

We are a values-driven organisation. The following values underpin everything we do:

- **Celebration**  
We believe in celebrating ourselves, each other, and the progress that has been made in the fight for rights, dignity, and respect—while also recognising the struggle that LGBTQIA+ people still face in the UK and worldwide.
- **Courage**  
When we started Proud2Be, we turned our pain into something beautiful and powerful. Going forward, we will always value the ability to take on new challenges and be visible despite fear.
- **Empowerment**  
We believe that by providing the right support and opportunities—and by helping to dismantle systems of oppression—people can empower themselves to live their most fulfilled lives.
- **Inclusivity**  
We believe in acknowledging and celebrating the intersecting identities of LGBTQIA+ people. We strive to make space for the presence and voices of those multiply marginalised by society.
- **Integrity**  
We believe we show integrity when our values and our actions are congruent in all aspects of our work.



## Overview

Proud2Be is seeking a proactive and passionate Fundraising and Income Generation Officer to help diversify and grow our income. This part-time role is crucial in supporting the sustainability of our work by increasing trading income, developing legacy and donation programmes, securing grants, and delivering impactful fundraising campaigns and events.

The successful candidate will be committed to Proud2Be's mission and values and will play a vital role in helping us continue empowering LGBTQIA+ people across Devon and beyond.

## Key Responsibilities

### Income Diversification

- Develop and implement strategies to increase and diversify income, including trading, legacies, donations, and grant funding.

### Donor Engagement

- Cultivate and manage relationships with individual donors and supporters, ensuring meaningful engagement and stewardship.

### Grant Writing & Management

- Identify suitable funding opportunities, write persuasive funding bids, and manage reporting requirements for successful grants.

### Fundraising Events

- Plan and deliver inclusive, values-led fundraising events that raise income and increase engagement with Proud2Be's mission.

### Campaign Management

- Create and run fundraising campaigns using digital tools and offline methods to maximise reach and effectiveness.

### Monitoring & Evaluation

- Track the performance of fundraising activities, analyse outcomes, and report on impact to inform future planning.



## Collaboration

- Work closely with colleagues to align fundraising efforts with broader organisational goals and communications.

## Networking

- Build and maintain relationships with external partners, local businesses, and community organisations to grow fundraising opportunities.

## General Duties

- Participate in regular supervision and appraisal sessions with the Co-CEO.
- Attend Proud2Be's monthly team day.
- Build and maintain positive working relationships with key stakeholders and colleagues.
- Uphold Proud2Be's policies, practices, and standards.
- Actively commit to and promote Proud2Be's values.
- Be flexible, adaptable, and responsive to the needs of a growing organisation.
- Take responsibility for your own work and be accountable to colleagues, directors, partners, and the wider community.

## Person Specification

### Essential Criteria

- **Grant Writing:** Demonstrated experience of independently writing and submitting successful grant applications to local and/or national funders.
- **Fundraising Experience:** At least 2 years' experience in fundraising, income generation, or a similar role in the voluntary or social enterprise sector. We will also consider applicants with less formal experience who can demonstrate strong transferable skills and a proven ability to meet fundraising targets.
- **Track Record:** Demonstrated success in securing income through one or more of the following: grant applications, donor engagement, sponsorship, or fundraising events.
- **Communication Skills:** Excellent written and verbal communication, with the ability to craft persuasive funding proposals and tailor messages for diverse audiences.
- **Organisation & Autonomy:** Ability to plan, prioritise, and manage tasks effectively while working independently in a remote/hybrid setting.
- **Values & Commitment:** A deep, proactive commitment to the freedom and dignity of all LGBTQIA+ people, especially those who face increased



marginalisation both within and outside the community. This includes, but is not limited to, trans and/or non-binary people, bi people, older people, disabled people, travellers, asylum seekers and refugees, sex workers, and people of colour.

- **Tech Confidence:** Comfortable using digital tools and platforms for fundraising, communication, and data management (e.g. Google Workspace, CRM systems, Mailchimp).

## Desirable Criteria

- **Digital Fundraising:** Familiarity with online fundraising methods, such as crowdfunding, email appeals, or social media campaigns.
- **Event Coordination:** Experience organising and delivering small to medium-sized fundraising or community events.
- **Local Knowledge:** Awareness of the funding landscape and community networks within Devon and the South West.
- **Fundraising Regulation:** Knowledge of GDPR and best practice in line with the Fundraising Regulator's Code of Practice.
- **Lived Experience:** We particularly welcome applications from LGBTQIA+ people and/or those with lived experience as part of another marginalised or underrepresented community.

## Compensation & Benefits

- Competitive salary based on experience and location.
- Flexible work environment.
- Opportunities for professional development and growth.
- A supportive and affirming work environment committed to equity and social justice.