



**Association for Real Change**

Supporting providers of services for  
people with a learning disability

## Job Description

<b>Job Title</b>	Fundraiser/Bid Coordinator
<b>No Of Hours</b>	20 per week
<b>Pay Scale</b>	£30,000 pro rata, per annum
<b>Location</b>	Chesterfield
<b>Responsible to</b>	Chief Executive

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### **JOB RESPONSIBILITIES:**

For all aspects of ARC's contract and grant bids for projects, and fundraising for core activities.

### **MAIN DUTIES**

- Develop and implement an income generation strategy for ARC
- Achieve income generation targets agreed with the Chief Executive and ARC's Council
- Maintain electronic and paper administrative systems and records of current and prospective funders
- Continue the strong relationship ARC has with its current funders and develop relationships with new potential funders
- Work with the management team in developing ideas for projects
- Develop suitable projects, in collaboration with colleagues in all four countries, and prepare funding applications as appropriate
- Submit funding applications and manage resulting successful grants in conjunction with the Policy & Information Manager and other management colleagues
- Prepare reports for Senior Colleagues and ARC's Council.
- Any other duties commensurate with this post