

A photograph showing two individuals from behind, walking away on a paved residential street. They are wearing bright red hooded jackets with the 'matrix' logo on the back. The person on the right is also wearing a blue pom-pom beanie. In the background, there are brick houses, parked cars, and trees under a grey sky.

WE'RE HIRING...

FUNDRAISER (GRANTS & COMMUNITIES)

We're looking for a highly motivated individual to become part of the Matrix family as our Fundraiser.

If you are organised, have experience of managing multiple projects and writing for an external audience, we'd love you to be part of our innovative organisation that helps young people make the most of their lives.

WWW.MATRIXTRUST.COM/VACANCIES

Matrix | Allen House Pavilion. Guildford, Surrey | 01483 574900



Dear Applicant,

Thanks for your interest in joining the Matrix Family.

Why Matrix?

We're a fun team who work hard to achieve the aim of catalysing change for young people across Guildford Borough. We're passionate about building long-term relationships and providing activities within schools and the community that nurture, inspire, connect and empower young people, helping them make the most of their lives.

Right now we are investing into new projects as well as developing our more established ones and we're looking to grow a team who are keen to invest for the long-term, willing to put in the energy needed to make a tangible difference.

Why Guildford?

Don't be put off, thinking there are no needs amongst young people in Guildford, it's not what it seems on the surface. The needs of young people here are very real, amongst those who have, and those who don't – from mental health issues, to social isolation and from a lack of opportunities to poor life skills, for young people in Guildford life can be tough.

This year we have worked with over 300 unique young people on a regular basis, providing in-depth support for needs ranging from mental health to social and emotional development, and have impacted more than 1000 other young people across a range of activities and provision. Take a look at our latest newsletter to read some of our young people's stories!

Where does this role fit?

This role is essential to allow us to continue to grow and evolve to meet the needs of young people across Guildford Borough, by sourcing funding from larger grant and trust pots, alongside smaller and more local ones. Working alongside the CEO and our Events and Communications Assistant this role will enable us to maintain and increase our sustainable income streams. If you have success in grant fundraising and can take initiative while mucking in with a team this could be the role for you.

Come and join the adventure!

Thanks again for taking the time to look at our vacancies and I hope that you consider applying to become part of our growing team.

Kind regards,

A handwritten signature in black ink, appearing to read 'Misty'.

Misty, CEO



FUNDRAISER (GRANTS & COMMUNITIES)

OVERVIEW

Matrix are a Christian organisation that deliver essential youth work to young people from all walks of life in schools & communities across Guildford Borough.

We're looking for an experienced, results-driven fundraiser seeking an interesting and fulfilling role in an evolving charity.

You will take the lead in raising core and restricted income from charitable trusts, grants and statutory funders for Matrix and subsidiary social enterprises, as well as supervising community fundraising activities

Hours: 22.5 pw | Salary: £24,000 - £28,000 pro rata (depending on experience)

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Role Description Fundraiser (Grants & Communities)

This is an exciting role for a highly motivated person who wishes to join our established and evolving charity as our Fundraiser (Grants and Communities). A vital role to the charity, you will take the lead in raising core and restricted income from charitable trusts and grants, through research, proposal writing, cultivation and stewardship of relationships and reporting, as well as supervising the community fundraising activities.

What would I be doing?

This role will be responsible for raising both core and restricted income from charitable trusts, grants and statutory funders for Matrix and subsidiary social enterprises - a role essential to the growth and stability of the Charity. While you will have specific areas of responsibility (see below), you will also be expected to contribute towards the wider vision of Matrix Trust as appropriate.

What do we expect from you?

This varied role includes: research, proposal writing, cultivation and stewardship of relationships and reporting. The post-holder will ideally be an experienced, results-driven fundraiser seeking an interesting and fulfilling role in an evolving charity.

Trusts

- Take responsibility for building and maintaining strong and sustainable relationships with Trusts and Grant-Making Bodies.
- Build on existing relationships with key funders to maximise income, with the expectation to achieve or exceed agreed annual and multi-year income targets.
- Cultivate relationships with new charitable trusts and ensure funding approaches match their interests and priorities, including grant, statutory and lottery funding opportunities.
- Create compelling, high-quality tailored fundraising proposals to match donor interests and leverage high value gifts and support from trusts and foundations, to secure both core and project income.
- Research, identify and proactively drive engagement with Trusts, Grant Making Bodies and Foundations to ensure an annual schedule of successful applications are made.
- Write and submit applications in line with an annual schedule and where additional opportunities have been identified.
- Maintain on-going research of trusts and foundations to identify new opportunities for raising funds.
- Maintain awareness of development in Trust and Foundation fundraising.
- Maintain awareness of other charity initiatives and company activities both locally and nationally that may influence Matrix fundraising activity.

- Write accurate and informative reports and updates to keep funders informed of the positive impact of their support.
- Working in consultation with the CEO and wider team, you'll be expected to increase the current level of trusts and grants income from £125,000 to £175,000 in the first 12 months to meet income targets, increasing in subsequent years to facilitate charity growth.

Internal Relationships

- Work closely with and influence senior volunteers, trustees and supporters to assist with the introduction to and cultivation of new Trust relationships.
- Liaise with the HOF to provide financial information to support applications to Trusts and to fulfil their funding reporting requirements.
- Ensure that media coverage of successful external funding and any relevant activity is maximised.
- Assist the CEO to develop materials and products that support the delivery of Trust Fundraising.
- Maximise all opportunities to promote activities and raise income by working closely with all team members and adopting an integrated approach to fundraising.

General Fundraising Activities

- Assist in the production of annual budget forecasts for trust fundraising.
- Provide regular reports on activity and progress to the CEO.
- Maintain accurate and thorough records of research, contacts, relationships and activities with trusts and individuals associated with them.
- Act as the point of contact for all trusts fundraising information and activity, for internal and external stakeholders.
- Create, develop and manage policy and procedures required for the delivery of trust fundraising.
- Maintain compliance with all current and relevant legislation.
- Work with the CEO and wider team to assist with other aspects of fundraising (e.g. legacies, corporates, donor management, community fundraising) as required.
- Supervise Community Fundraising Activities.
- Be part of the Fundraising Committee.

Team Expectations

Matrix is a small, established, but fast evolving and growing charity and there is therefore an expectation on all staff to be proactive and a fully-invested team player, supporting others in their busier seasons and the charity as a whole across the year.

The team are practising Christians working from within the Christian ethos and praying together regularly as a team, expecting you to do the same.

We expect you to:

- Be able to work from within the Christian ethos.
- Fit in with our core values, to be: positive, relational, innovative, collaborative and fun.
- Be committed to and passionate about the mission to catalyse change in young people's lives.
- Be a pro-active member of the Matrix team and get involved in projects which benefit the mission of Matrix (e.g.: fundraising activities/events or prayer spaces).
- Take part in Ready 4 Action (annual cross-church social action project, first bank holiday weekend in May) and an annual residential.
- Work across agencies and Matrix teams.

You will be expected to be office-based at least one day per week, with other days negotiable working from home. Due to the nature of the charity and this role, you may be expected to work some evenings and occasional weekends. Any specific changes to your working week will be cleared through your Matrix line manager.

What we offer you

- 5 weeks paid holiday, plus bank holidays and the office shuts between Christmas and New Year
- A mentor from a local church
- Training that develops your skillbase (as needed)
- Regular line management and supervision from a senior staff member
- Flexible working arrangements, where possible
- A nurturing and supportive team

Hours: Part-time, 22.5 hours pw (*working pattern flexible*)

Salary: £24,000 - £28,000 pro rata (**depending on experience**)

Who are we looking for?

ESSENTIAL

- Highly-organised with the ability to work well under pressure, including managing and delivering multiple projects
- Experience of writing for an external audience eg: proposals, reports etc
- Understanding of budgeting and financial management
- Confident written and oral communicator, as well as excellent English writing skills
- Enthusiastic, positive and professional attitude
- High degree of accuracy and attention to detail
- Excellent IT skills
- Awareness of GDPR and data protection issues
- Agrees with, and is able to clearly communicate the ethos of the Matrix Trust
- Confident in developing new relationships and able to liaise with staff, volunteers and external partners
- Passionate about catalysing in young people's lives

DESIRABLE

- Able to demonstrate success in researching, managing, delivering and writing compelling grant applications, e.g. lottery, trusts, foundations and statutory funders
- At least two years' experience of writing funding applications or a proven track record of successful fundraising from charitable trusts
- Track record of working towards and achieving financial targets, using own initiative to reach them
- Proven ability to clearly convey complex information to a variety of audiences
- Understanding and experience of the youth or education sector
- Charity Fundraising experience
- A full UK driving licence



WANT TO JOIN THE TEAM?

HOW TO APPLY

To apply for this post, you just need to do 2 things:

Complete the Application Form in the Application Pack

Email it to hr@matrixtrust.com

Any questions, just give Misty a call: 01483 574900

Applications will be reviewed as they are received

Unless the vacancy is filled, the final deadline for applications is 12

midday, Friday 6th August

Interviews ongoing, or in the week following the final deadline | **Start date ASAP**