



Fundraising Coordinator (T&F)

Salary – £20,000 to £25,000 pa (depending on experience)

Reporting to – Head of Growth, Impact & Innovation

Team – Central

Location – Flexible (You will be required to attend our London office and delivery regions for meetings and events. There is also an option to work full time from our office in London)

Contract type – Full time, permanent - open to flexible working and job share

Holiday entitlement – 25 days plus Bank & Public holidays

Job Background

You will be responsible for the trusts & foundations (T&F) fundraising aspect of Dallaglio RugbyWorks. Responsible for a pipeline of submissions, you will work regionally and nationally to achieve fundraising targets. The role is also responsible for relationship management and reporting of successful bids.

Duties & Responsibilities

- Responsible for the delivery of T&F applications both nationally and regionally.
- Oversee the life cycle of successful T&F bids including relationships management, report writing, review and re-submission.
- Responsible for the Dallaglio RugbyWorks T&F pipeline, ensure it is kept healthy and managing workflow to deliver submissions.
- Work with any external experts or contractors with the development, submission and management of bids.
- Work with the regional delivery teams to coordinate the submission of regional funding bids.
- Regular research to look for new funding opportunities, adding these to the pipeline as required.
- Use of the CRM system to manage the pipeline of funds, communication and relationship management.
- Networking and keeping up to date with the funding landscape.
- Work with the Head of Growth, Impact & Innovation to devise and implement a national vs regional T&F strategy.
- Build and maintain relationships with existing funders.
- Provide reports and updates on the progress of KPIs (key performance indicators).

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Person Specification

ESSENTIAL

- You enjoy writing.
- Strong research skills.
- Good communicator verbally and written.
- Highly organised and process driven with an ability to hit deadlines.
- Passionate about the Dallaglio RugbyWorks mission and exhibit our playbook values.
- Proficiency with Office 365 applications.

DESIRABLE

- Previous experience with submitting funding applications.