



Black Girls Brunch Fundraising & Partnerships Officer Job Description:

The Fundraising & Partnerships Officer will be responsible for developing and implementing strategies to secure funding and build meaningful partnerships to support Black Girls Brunch's programs and initiatives. This role requires a proactive and innovative individual who can engage with donors, corporate partners, and community stakeholders.

Please Note: This position is not expected to be full-time. Scheduling will be discussed to accommodate both the successful candidate's availability and Black Girls Brunch's needs.

The Black Girls Brunch team meets virtually once a week for an hour.

Please note, this is an unpaid volunteer position, and our team consists of dedicated volunteers.

Responsible to: Managing Director

Outreach & Fundraising Officer

Key Responsibilities:

- Develop and execute comprehensive fundraising plans to meet financial targets.
- Identify, cultivate, and maintain relationships with individual donors, foundations, and corporate partners.
- Prepare and submit grant proposals and sponsorship requests.
- Plan and coordinate fundraising events and campaigns.
- Collaborate with the marketing team to create compelling fundraising materials and communications.
- Track and report on fundraising progress and donor engagement.
- Represent Black Girls Brunch at networking events, conferences, and meetings.
- Manage communications with patrons and develop digital strategies to engage them.

Requirements

- Educated to A-Level standard. A degree is desirable, but not essential
- Proven experience in fundraising, grant writing, and partnership development.
- Excellent communication and interpersonal skills.
- Strong organisational and project management abilities.
- Passionate about the mission of Black Girls Brunch and commitment to diversity and inclusion.
- Confident with all Microsoft Office packages
- Confident with either Canva, Photoshop or similar software
- Excellent organisational skills
- Good communication skills and a clear and polite telephone manner
- Reliable and honest
- Attention to detail
- Excellent team player
- A pro-active and can-do attitude

Role Benefits:

Giving back to the community

All reasonable expenses paid

Flexible Hours

Fully remote (except main brunch events)

Free entry to all BGB events

Team building sessions

Wellness month off

Friendly and Welcoming Team

Positive and Calm company culture