

Finance and Crowdfunding Officer

Edge Fund is recruiting for the post of Finance and Crowdfunding Officer. If you have experience in fundraising and are committed to activism, grassroots organising, systemic change and creating a world free of injustice and inequality, we want you to apply. If you're unsure, feel free to contact us on coregroup.edge@gmail.com.

Please contact us if you need an alternative format of this document that meets your access needs.

Summary

- **Role:** Finance and Crowdfunding Officer (part-time)
- **Salary:** £33,500 pro-rata (£20,100 actual), plus London weighting of 7% (£21,507)
- **Hours:** 0.6 FTE (3 days per week based on a 7 hour working day)
- **Location:** Flexible role combining remote working & time in our shared workspace in London (in Bethnal Green)

- **Holiday:** 5.6 weeks pro-rata (17 days actual) rising substantially after one year of service
- **Benefits:** Company sick pay, individual training budget, coaching, funded away days and team socials.
- **Contract:** Fixed term for one year with the opportunity to extend subject to funding
- **Reporting to:** Edge Fund's Core Group
- **Deadline:** 10 May 2024
- **Starting:** Flexible around mid July

Apply now

Send your CV and covering letter to coregroup.edge@gmail.com by **10 May 2024**. Please use 'Application' in the subject line of your email.

You should use any professional, volunteer or other experiences to show how you meet the needs of the role.

Applications are encouraged regardless of age, sex, disability, gender reassignment, sexual orientation,

pregnancy and maternity, religion or belief, race, marriage and civil partnerships. However, we particularly encourage applications by people from minoritised and racialised communities, people underrepresented in similar roles and people without university degrees, who bring the required competencies and skills.

1. About Edge Fund

The Edge Fund is a grant-making body with a difference. We support efforts to achieve social, economic and environmental justice, and to end imbalances in wealth and power. More importantly, those we support decide how our grants are distributed.

We are a membership-based Community Benefit Society, run through a non-hierarchical structure. The members join from organisations that we have previously funded, plus other radical activist members who have been invited to collaborate with the EF.

We have a Core Group, drawn from the membership, which oversees the strategic running of the organisation. The day-to-day running is overseen by the two Regional Organisers.

For more information visit www.edgefund.org.uk

You must have the legal right to work in the UK. We are not currently able to act as a sponsor.

2. Overview of the Role

All Edge Fund staff must be able to understand and apply our core values in their work and should demonstrate their commitment to these in their application for the role. You can find more about this here: <https://www.edgefund.org.uk/about>.

We are seeking a dedicated and organised Finance and Crowdfunder Officer to lead our fundraising initiatives and manage our financial and membership records within Edge Fund.

- This is a part-time position (3 days a week/21 hours), subject to a 3-month probation period and references.
- We are offering the role on the basis of an initial one year contract which may be extended or made permanent subject to funding and the outcome of an appraisal.

- Flexible remote work combined with co-working in a shared space in London .
- The successful candidate will report to Edge Fund Core Group (currently 4 members.)
- We estimate that the post-holder's time will be divided as follows: Fundraising 65% & Finances administration 45%.
- You will need to have the right to work in the UK - we're not currently able to act as a sponsor.

Compensation: We are a Real Living Wage Employer and we maintain a wage offer beyond this threshold, along with benefits that are important to our staff. The starting salary for this role is £33,500 pro-rata (£20,100 actual), plus London weighting of 7% (£21,507).

Edge Fund operates auto-enrolment to the People's Pension Fund for all employees, unless they choose to opt out.

You are entitled to the equivalent of 5.6 weeks of holiday (16.8 days)

Location: We operate a 'virtual office' and most of the work we do is done remotely. For this role we have a shared hot desk in London. We expect the successful candidate to work at this space at least 1 or 2 two days per week.

Remote working has many advantages, but we recognise the importance of building and maintaining relationships with our co-workers and the challenges that fully remote working can present. We offer regular 1:1 support meetings, virtual work planning meetings, a supportive probationary period to help you learn the ropes, paid in-person away days, staff socials and periods of virtual office shutdown. Staff wellbeing is a key focus for our organisation.

Key Responsibilities:

Fundraising

- Develop and implement fundraising strategies and campaigns with other collaborators at Edge Fund (RO, CG & Working Groups) and Individual Donors, including strategies for crowdfunding.
- Proactively seek for potential donors, including individuals and foundations.
- Regular communications to engage with existing and potential donors by email, phone and through other

means, e.g. regular donor newsletters.

- Coordinate fundraising events, including logistics, promotion, and post-event evaluations, working closely with CG and ROs when necessary.
- Coordinate with stakeholders for event input and agenda setting.
- Collaborate with our Webmaster to develop and manage the Edge Fund website & fundraising platform, currently run on Nationbuilder.
- Manage and update donor databases, held on Nationbuilder, ensuring accurate record-keeping.

Administrative work

The successful candidate will handle administrative duties related to the organisation as they arise, including but not limited to:

- **Book-keeping:**
 - Maintaining records of organisational spending on spreadsheet or otherwise.

- Pay invoices and grants on the completion of funding rounds (twice a year)
 - Liaise with the accountant to pay staff salaries (PAYE calculations carried out by the accountant).
 - Summarise accounts annually for our accountant.
 - Prepare necessary information for our Annual Return as a Community Benefit Society.
- **Documentation and Reporting:**
 - Maintain and update key documents, including Terms of Reference, minutes of working groups etc. on our Google Drive.
 - Maintain multiple sets of data via our Content Management System (Nationbuilder).
 - Prepare presentations and reports as required.
 - Work closely with Regional Organisers, Core Group and working groups to collaboratively prepare Edge Fund's annual reports.

- **Membership Management and Funding Rounds**

This role requires close collaboration with Edge Fund Regional Organisers for membership management and the operation of our funding rounds:

- Manage and update membership data.
- Oversee and administer the membership application process; collating membership requests and sending out to the members list.
- Assist induction processes for new members.
- Assist in the planning and execution of organisational events, including our AGM.
- Manage and update funding round data.

Essential Skills and Experience:

- Experience in radical grassroots organising and working with other radical grassroots groups
- Having a good understanding of how to engage people in projects when working on their own time (and motivate people to keep them engaged).

- Experience in the nonprofit sector.
- Experience of organising meetings and events, including organising travel, agendas, food, etc.
- Proven experience in developing and implementing fundraising and crowdfunding strategies.
- Proven experience in administrative work.
- Confident in developing and updating websites, using Excel, Word (or alternatives), databases, project management tools (eg Trello), online collaboration programmes (e.g DropBox, Google Docs).
- Knowledge of book-keeping systems.

About you:

- You have a strong belief in and understanding of the values of Edge Fund, particularly around oppression, power and systemic change https://www.edgefund.org.uk/our_values
- You will be able to manage time effectively and be well organised.

- You should be a competent administrator, with an eye for detail and able to keep track of tasks which need to be completed, and when, in order for efficient operations running.
- You are proactive and have the capacity to manage multiple tasks.
- You have an understanding of collective working/ self-organisation in a non- hierarchical organisation and the importance of trust, reliability and communication.
- You are an excellent communicator; must be able to communicate clearly and regularly with co- workers, members, stakeholders and funders.
- You are able to work independently as well as collaboratively as part of a small team
- You are good with numbers

3. Application process:

Interested candidates are invited to send their CV and a covering letter detailing their motivation for the role to coregroup.edge@gmail.com by Friday 10th of May.

Emphasise in your cover note the experience and skills that you have in developing and implementing fundraising strategies, and make mention of your experience in grassroots organising and participating in the nonprofit sector.

Shortlisted candidates will be contacted by email on 27th of May and will receive an invite for an interview which will take place online during the first two weeks of June.

The successful candidate is expected to start on this role by mid July. We are flexible and will make arrangements that suit the successful candidate.

Please just let us know if you have any suggestions or requests to help make the application process accessible for you.

We are committed to protecting your personal data which will be processed lawfully, fairly and with due care.

Contact us:

EFJ Limited - Edge Fund

coregroup.edge@gmail.com