

**Glitch****Senior Fundraising Officer****Application Pack**

Details of how to apply for this role are at the end of the document

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We strongly encourage applications from Black people and People of Colour, and from those who have lived experience of online abuse.

## About Glitch

Glitch is a UK-based charity recognised internationally for working to make the online space safe for all, by raising awareness of online abuse and its impact through an intersectional lens. Glitch campaigns for long-term and systematic change from both tech companies and governments. We champion [digital citizenship](#) by delivering a range of resources and workshops on digital citizenship, digital self care and online safety. Glitch was founded in 2017 by Seyi Akiwowo, a former politician and Digital Leader of The Year 2019.

In three years, Glitch has:

1. Launched a report on the impact of Covid-19 on online abuse, *The Ripple Effect: Covid-19 and the Epidemic of Online Abuse*
2. Launched a Black Lives Matter Online Too campaign and petition which has led to working with Twitter to support its users on digital self care
3. Developed partnerships with influential organisations, such as Amnesty International, The Parliament Project, Change.org, The End the Violence Against Women Coalition and the Antisemitism Trust
4. Presented at the 38th United Nations Human Rights Council on Online Violence Against Women
5. Launched our first Fix The Glitch Toolkit - a free downloadable resource outlining how everyone can play their part in ending online gender based violence which has been downloaded by over 1000 people across the world. Also, launched Fix The Glitch Toolkit 2.0 - a free e-resource for Black women, non-binary people and allies
6. Delivered bespoke workshops on digital citizenship, self care, safety and self defence to over 4000 people

## The Role

With our ambitious plans taking shape, it's a very exciting time to join Glitch. You'll be part of an organisation with national and international acclaim, helping support us in our future developments towards a safe internet for all.

The Senior Fundraising Officer is a pivotal role in Glitch's future proofing plans and ambitious growth, leading on the development and implementation of Glitch's fundraising strategy and operational plan to secure funding for programme work and organisational core costs.

This person will play a significant role in establishing Glitch as a sustainable charity. This role would suit

someone able to think strategically, both for fundraising development and its interconnection with the Glitch's objectives, with excellent interpersonal skills. The ideal candidate is highly skilled in producing concise and creative funding proposals and reports in a startup or small charity environment. Glitch is an ambitious charity that is developing and growing. We're looking for somebody innovative, agile, proactive, extremely strong on processes and systems and open to develop and learn with the organisation.

The Senior Fundraising Officer should have an understanding and passion for intersectional feminist values and be deeply committed to diversity and equality in society.

**Employment type:** Fixed term contract 12 months - to start from March (extension subject to funding)

**Salary:** £26,000-£28,000 pro-rata (4 days a week), depending on experience. We're open to discussing flexible arrangements that would give you a work-life balance. Please note Glitch is a 4-day (28 hours) a week organisation.

**Location:** Remote working

**Duration:** 12 months (3 months probation)

**Report to:** The Executive Director

**Manages:** Oversee consultants occasionally

**Benefits:** Our team's mental health and wellbeing is a top priority. We aim to support creating an environment where everyone can bring their best selves by creating an open culture through regular check-ins, group meditation sessions and complimentary access to the [She can. She did.](#) benefits programme, including Vala Health support. You'll also receive 28 days holiday pro-rata.

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## **Who You Are**

### **Essential Skills and Experience**

- Demonstrable experience in fundraising with solid experience in at least two of the following areas: Trusts, Corporate, individual giving, major donor fundraising
- Experience of using CRM or donor management database and strong administration skills
- Experience of working in an income generation role and meeting and reporting on income targets
- Proven track record of running successful engaging fundraising events
- Good understanding of how social media can aid fundraising efforts
- Good understanding of a successful donor journey and monitoring progress
- Excellent relationship management, interpersonal and networking skills
- Experience of generating and managing budgets
- Ability to work in a team and on your own initiative with meticulous attention to detail
- Excellent written skills with the ability to produce concise and creative funding proposals and reports
- Excellent interpersonal skills, being able to develop good relationships with people from all backgrounds
- Ability to manage a range of projects with competing priorities, and to work well under pressure
- Willingness and ability to work occasional evenings and weekends as required

## **What You'll Be Doing**

### **Trusts and Foundations and Grant-Making Bodies**

- Identifying and build relationships with UK and overseas funders and grant makers
- Writing compelling funding propositions, applications and reports for Glitch projects, and for core funding in a timely manner and to agreed financial targets
- Develop and maintain reporting and application systems and coordinate information with colleagues
- Research fundraising opportunities and establish grants pipeline with key deadlines and reporting dates on CRM

## Major Donor, Celebrity Engagement and Individual Giving

- Work with Trustees and other Glitch network to identify prospective major individual donors
- Develop and implement a new individual giving programme for Glitch, focused on cultivation, solicitation and regular giving acquisition, and including the development of a strong donor acquisition and development product.
- Create an appropriate communications cycle for individual donors, which can be effectively re-purposed for other stakeholders.
- Develop and plan an individual giving acquisition and development income and expenditure plan and forecast.

## Communications

- Ensure that the website is “fundraising fit for purpose” – compelling and attractive to donors, easy to navigate and with a clear fundraising call to action.
- Identify appropriate opportunities for profile raising through prizes and awards, both through applications and partnerships/sponsorships.
- Working with the Communication Manager to ensure that there is a portfolio of detailed case studies available for fundraising and communications purposes, updated regularly.

## General Responsibilities

- Produce a detailed annual operating action plan covering each of the specific areas of responsibility, including measurable targets and objectives.
- Deliver on the fundraising income target for all forms of income (grants, community and individual giving, corporate and Trust and Foundations).
- Design annual programme of fundraising and cultivation activities, campaigns, events
- Manage all communications and actions from the Board’s Fundraising Development Committee
- Ensure that all fundraising is in line with Charity Commission, Fundraising Regulator and Chartered Institute of Fundraising and legal requirements.
- Supporting your team members with regular feedback, check ins, and developmental objectives.

Creating a healthy and positive culture in your team through role modelling, in line with our commitments.

- Contributing positively to the organisation's aims of diversity and inclusion.
- Looking after the health, safety and welfare of yourself and all around you.
- Taking on other reasonable duties as appropriate, in line with your skills, knowledge abilities and experience.
- As opportunities arise, assess their income generation potential and recommend appropriate engagement and/or undertake the relevant tasks. This would include but not be limited to corporates, event and community fundraising, mass participation events and merchandise development opportunities.

## **Our Vision**

Our online space is a safe and inclusive arena for all digital citizens to participate. Our online community is as important as our offline one, which is why people, institutions and businesses need to play their part in creating a safe online world. Everyone should feel confident and equipped to engage in online and offline spaces - particularly those disproportionately affected by discrimination, including women and girls.

## **Our Mission**

To awaken a generation of digital citizens equipped to create and demand safe online spaces for all.

## **Our Values**

- **Collaborative:** We're building an active community to help us achieve our goals. We can't do it alone, we need consensus.
- **Dynamic:** The needs of the digital community are constantly evolving. We have to stay ahead of the curve.
- **Trusted:** We're specialists within our field. We're a trusted source of information and expertise.
- **Self care:** We understand that we have to take care of our own wellbeing first. We prioritise our own wellbeing so we can help others effectively.
- **Brave:** As an independent charity we're not afraid to go against the grain or to challenge institutions, agencies and big business.

- **Empowering:** We equip people with the tools to have greater agency over their online usage.
- **Inclusive:** We have a human rights and justice framework for our work. We strongly believe online abuse and effective solutions to systemic issues need to be seen through an intersectional lens.
- **Progressive:** While helping to build the future we all deserve, it's important to have a reflective and reflexive approach to our operations and delivery as a charity.

## **Our Organisation and Community Culture**

Glitch is a **rally activist**. Yes, we're a registered charity but we're also a group of activists who want to get people to rally around online abuse and make the world safe. We want more people to care and prioritise making online spaces safe for all.

Glitch is a **thoughtful leader**. We are paving the way for digital citizens and inspiring others to join us in this critical mission. Our authority is considered - we don't make brash comments or hollow promises. Our empathy is what brings people in.

Glitch is a **relatable storyteller**. We're part of the online world and we speak and act in a way which is familiar, engaging with our community in an everyday, easy to understand tone. We tell stories, either from our own experiences or those of others (but always with permission), so we can show - not just tell - how important the work we're doing really is.

## **How to Apply**

Please send your applications to [job@fixtheglitch.org](mailto:job@fixtheglitch.org) no later than 11.59pm on **Sunday 7th February 2021** with:

1. A CV (no more than 2 pages)
2. A one-page cover letter outlining how you fit the criteria outlined above
3. Answers to the 3 short questions below

Please note, late applications will not be accepted and unfortunately, we are unable to answer questions about the role before the interview.

Please only apply if you have the right to work in the UK.

For successful applications, the first round of interviews will take place on **Monday 15th February**.

The second round of interviews with a short interview task will take place on **Wednesday 17th February**.

## **Job Application Questions**

1. We're looking for the right candidate and someone who can start in January, when can you start working with us?
2. What is your understanding of intersectionality and how it could shape fundraising for a charity like Glitch? (150 words)
3. Pick a recent fundraising campaign by a UK charity and explain what set it apart (150 words)