

Are you an experienced trusts and foundations fundraiser with a great track record of securing and managing grants? Do you enjoy finding creative and proactive ways to build relationships with new and existing funders? We're looking for a talented person to join our fundraising team to provide exceptional support on grant applications, management and reporting.

About the Bureau

The Bureau is the UK's largest independent investigative journalism organisation. It exists to inform the public about the realities of power in today's world. Our investigations seek to expose systemic wrongs, challenge misinformation and spark change. With no corporate or political agenda, we bring to light serious issues affecting individuals and communities in the UK and around the world. We work strategically and collaboratively to maximise the impact of our reporting and share our findings openly with local, national and international media outlets to reach as many people as possible.

Our fundraising

At the Bureau, our funders and supporters are absolutely vital. We're entirely funded through grants and donations so – put simply – without their support, we wouldn't be here.

Though they may have very different backgrounds or priorities, all our supporters have a shared desire to tackle issues across our society that are corroding democracy and driving inequality. They support our investigations in order to hold those with power to account, uncover new evidence that could be used to support positive change and empower citizens. Over the last few years we've grown significantly as an organisation in terms of our impact, our outlook and our size. We've already secured major investment to support ambitious plans for 2021, and now we're looking to sustain and grow this success further.

About the role

Support from trusts and foundations is our main source of philanthropic income so this role is a central new addition to our team. We are looking for someone with experience in grants fundraising who can apply their skills and expertise quickly. You'll work closely with our Development Director to report to and liaise with current funders, and to manage a pipeline of prospects and submit successful applications to secure new grants. At this important time for fundraising at the Bureau, you'll need to have the drive to seek out and maximise a wide range of funding opportunities. You will work collaboratively with people at all levels across the organisation, from impact producers to reporters to finance and operations. An excellent communicator, you will also be passionate about building strong relationships with our funders and supporters.

You don't have to have raised funds for non-profit media, but you do need to be able to get to grips with the Bureau's key areas of work and impact, and be able to articulate this in a way that is accessible, accurate and compelling. Good knowledge of the trusts and foundations landscape – particularly in the UK, EU and US – is essential and an understanding of public interest journalism would be a distinct advantage. Although primarily focused on grants fundraising, we envisage this role will grow to include wider project and partnership development. We're a small team so you'll need a willingness to muck in on fundraising tasks big or small to ensure the Bureau is in the best position possible to pursue our mission.

Experience and skills

- Excellent grant fundraiser with a demonstrable track record of 5+ years experience of successfully raising significant funds for charities or non-profits and managing relationships with/reporting to funders
- Great analytical and writing skills, able to work with complex information and data to create compelling narratives for applications and reports
- Strong background in managing grants admin including due diligence and processing agreements
- Excellent oral and written communication, able to speak and write English fluently
- Experience of researching and identifying new funding sources for different projects
- An established knowledge of the grant and trust fundraising landscape
- Ability to work to tight deadlines and manage multiple priorities
- Experience of working with databases and funding pipelines
- Excellent computer skills with own computer, webcam/mic and internet at home
- Exceptional time management skills, a professional attitude and meticulous attention to detail
- Resourceful and able to think creatively with strong problem solving skills

Desirable experience and skills

- Specific experience in securing funds for journalism, social justice, civil society or human rights;
- Understanding of the important role public interest reporting plays in supporting a strong civil society.

Everyone at the Bureau is currently working from home but, when we are able to return, this role would not need to be in our London office every day. So we welcome applications from great fundraisers anywhere in the UK. It is envisaged that this is a full-time role, but we want to support people who require a more flexible approach to working and this is open to discussion.

The Bureau is committed to being an equal opportunity employer. We strive to create a diverse, inclusive and adaptable environment where people are encouraged and supported to do their best work. We encourage individuals from ethnic minority communities or disadvantaged backgrounds as these groups are currently underrepresented in the media industry, which is something we are working to change.

Salary: From £38,000

Duration: Full-time, 2-year contract initially.

Reporting to: Development Director

To apply

Send a CV and covering letter to engagement@tbij.com by 5pm on 26 April 2021.

Please fill out our Equality Monitoring Form [here](#), which is anonymous, so we can better track who we are reaching.