



Centre for a Spacefaring Civilization

+44 (0) 7561864231 info@spacefaringcivilization.space www.spacefaringcivilization.space

Fundraising Coordinator

Reports To: Exertive Director

Salary: As with all our roles this is a voluntary role

Location: This role will be undertaken virtually and remotely

Role purpose:

The role of Fundraising Coordinator is to financially enable the Centre for a Spacefaring Civilization to deliver its mission and ensure its continued sustainable operation. The role will involve working with the team to develop the Centre for a Spacefaring Civilization and its mission in ambitious and ground-breaking ways.

Key responsibilities:

- Co-ordinate and manage fundraising
- Devise a fundraising strategy
- Work to achieve or exceed a fundraising target
- Co-ordinate and manage fundraising
- Build relationships with high profile and high net worth individuals as potential donors to the organisation
- Build relationships with charitable trusts, foundations and other institutional funders
- Write or approve funding applications
- Prepare reports and give presentations on fundraising progress

Person Specification:

Essential:

- Sharp time management skills
- Strong ethics, with an ability to manage confidential data
- Able to deal with senior stakeholders
- Excellent written and communications skills in English
- Excellent networking skills
- Effective management skills
- Strong digital skills
- Advanced MS Excel skills
- Familiar and comfortable with Office 365 suite
- Excellent analytical and numerical skills

Desirable:

- Proven experience as a Fundraising Officer or similar role
- Familiarity with fundraising platforms (such as kickstarter, pateron etc)
- Membership of bodies such as the Institute of Fundraising
- A degree in a related or relevant field
- An interest in and enthusiasm for space (and space law)

Two professional or academic references will be requested prior to appointment

Centre for a Spacefaring Civilization Ltd

Registered Office Address: 14 Waltham Road Gillingham Kent ME8 6XQ

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