

Fundraising Consultant (Scoping Role)

Portobello Business Centre

Location:	North Kensington, London
Contract Type:	3-month fixed term
Salary:	£45k-£49k FTE
Reports To:	Chief Executive Officer

About Us

Portobello Business Centre (PBC) is a small but ambitious not-for-profit social enterprise dedicated to empowering individuals to start and grow businesses, helping them thrive from inception to success. Committed to fostering economic inclusivity and innovation, PBC provides vital resources, support and expertise to budding and existing entrepreneurs. To ensure the long-term sustainability and expansion of our services, we are exploring the potential for a dedicated fundraising function.

We are seeking an experienced Fundraising Consultant for a 3-month scoping project. This pivotal role will assess the organisation's funding landscape, evaluate opportunities and recommend a roadmap for establishing a successful fundraising function. Working closely with the CEO and leadership team, the consultant will identify core funding needs, develop an initial fundraising strategy and determine the viability of a permanent Fundraising Manager position.

Key Responsibilities

- **Conduct Viability Assessment:** Evaluate PBC's potential for sustainable fundraising by analysing current resources, partnerships and opportunities in corporate sponsorship, grants and contracts and community-based funding streams. Identify untapped income streams and forecast potential revenue, supporting decision-making on the feasibility of a permanent fundraising role.
- **Develop Initial Fundraising Strategy:** Draft a preliminary multi-year fundraising strategy to diversify revenue streams, including corporate partnerships, government grants, major donor programmes and sponsorship and events. Align the strategy with PBC's mission, growth objectives and social impact. Recommend fundraising initiatives that leverage PBC's social impact as a compelling value proposition for corporate partnerships.

- **Partnership Analysis and Initial Outreach:** Identify prospective partners at local, regional and national levels and design outreach plans to engage them. Explore funding channels such as philanthropic foundations and government programmes, ensuring alignment with PBC's vision.
- **Social Impact and Value Measurement:** Collaborate with the CEO to define key metrics for measuring and communicating PBC's social impact. Propose tools and methods for tracking and presenting data to prospective funders, positioning PBC as a compelling partner.
- **Reporting and Recommendations:** Deliver a comprehensive final report assessing the feasibility of a permanent Fundraising Manager role. Include recommendations for fundraising priorities, anticipated challenges, potential ROI and a roadmap for building a sustainable fundraising function. Present findings and actionable recommendations to the CEO and Board.

Essential Skills and Knowledge

- **Fundraising Knowledge:** Proven experience in developing strategic fundraising plans for not-for-profit or social enterprise organisations, with knowledge of diverse income streams (e.g., grants, corporate partnerships and major donors).
- **Impact Measurement:** Strong understanding of social value and impact measurement frameworks, with the ability to articulate a compelling case for funders and stakeholders.
- **Communication and Relationship Management:** Demonstrated success in cultivating new partnerships, preparing persuasive proposals and delivering impactful presentations.
- **Project Management:** Exceptional organisational skills, with the ability to manage multiple priorities, meet deadlines and deliver results within a short-term project.

Desired Skills

- **Local Sector Knowledge:** Familiarity with the North Kensington area and experience with community-driven social enterprises.
- **Networking:** An established network within the third sector, including contacts in corporate social responsibility, philanthropic organisations, and grant-making bodies.

Personal Attributes

- **Mission-Driven:** Passion for PBC's mission and a commitment to supporting entrepreneurs and the local community.
- **Self-Starter:** Highly motivated, with the ability to work independently and deliver actionable insights within a limited timeframe.
- **Adaptable and Collaborative:** Thrives in a dynamic environment, working closely with a small team and adjusting to evolving priorities.

Why This Role?

This scoping role offers a unique opportunity to shape the future of PBC's fundraising efforts and lay the foundation for a sustainable, high-impact fundraising function. Your insights and recommendations will directly influence strategic hires and initiatives, ensuring the organisation's financial health and its ability to empower entrepreneurs for years to come.

Join us in making a meaningful difference to the businesses we serve.

Applicants must have the right to work in the UK indefinitely.