

Job Description

Position: Senior Fundraising Officer

Reports to: Communication and Marketing Manager

Hours of Work: 14 hours per week

Salary: £35,000 pro-rata (£14,000)

Role Overview:

The Senior Fundraising Officer will play a pivotal role in maintaining and enhancing our fundraising efforts. The successful candidate will be responsible for developing and implementing a comprehensive fundraising plan aimed at achieving growth, meeting agreed targets, and diversifying income streams. The primary goal is to meet an annual income target of over £140,000. The organisation currently has £100k in warm funding and is now looking to increase cold funding opportunities and diversify income streams.

Main Responsibilities:

Trusts & Foundations:

- Account manage a portfolio of trust and foundation donors, ensuring high levels of stewardship to maximise opportunities for long-term support.
- Identify, research, and secure funding opportunities aligned with the charity's strategic plan, and write tailored applications to trusts and statutory sources.
- Develop a case for support for the charity and manage the process of approaching and applying for funds from grant-giving organisations and corporations.

Corporates:

- Develop and manage a new business pipeline to expand our corporate income stream.
- Lead the acquisition and cultivation of new partnerships.
- Conduct research, prospecting, and cultivation to identify and attract potential corporate supporters.
- Provide excellent account management and develop comprehensive stewardship plans for corporate donors.
- Assist in identifying and researching new business opportunities for our corporate pipeline.

Events:

- Plan and implement a calendar of fundraising events, including major participation events and community fundraising events.

Campaigns:

- Plan and implement public campaigns, including Christmas appeals and thematic public fundraising appeals alongside the Communications and Marketing Manager.

General Duties:

- Develop short and long-term plans and new initiatives for fundraising growth.
- Produce written reports and statistics when requested, highlighting areas of concern.
- Maintain the fundraising donor database, ensuring accuracy and effective utilisation (e.g., Raisers Edge).
- Conduct regular meetings with funding contacts and prospects, and organise and deliver presentations.
- Foster ongoing relationships with stakeholders to secure long-term committed support.
- Undertake any other reasonable tasks required by the Marketing and Communications Manager or the Managing Director.

Who You Are:

- **Experienced:** You have experience in corporate or wider fundraising, with a track record of developing and managing successful relationships.
- **Excellent Relationship Builder:** You excel in building effective, long-lasting relationships and possess exceptional relationship management skills to engage and inspire high-value supporters.
- **Skilled Communicator:** You possess excellent written and oral communication skills.
- **Organised & Detail-Oriented:** You ensure high-quality work through your organisational skills and attention to detail.
- **Self-Motivated & Proactive:** You are highly organised and proactive.
- **Team Player & Independent Worker:** You thrive both independently and as part of a team.
- **Empathetic & Aligned:** You resonate with our mission and values and are passionate about making a difference.