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JOB DESCRIPTION

**Job Title:** Fundraising Officer

**Responsible to:** Chief Executive

**Responsible for:** Fundraising volunteers

**Department:** Policy & Programmes

**Location:** Any office of Community Foundation

**Main purpose of job:** To secure funding for Community Foundation

**Salary:** £27,240 pa

**Post duration:** Temporary contract ends 31 March 2012

**Holiday entitlement:**  25 days per annum + public holidays

**Hours of Work:** 37.5 hours per week between 9.00am-6.00pm Monday-Friday. Occasional evening and weekend work may be required. Flexi time work in operation.

**Role**

Your job is to secure additional funding to enable the continuing work of Community Foundation to provide services according to the aims and objectives of the organisation. You will be responsible for all fundraising activity conducted on behalf of the organisation.

You will work directly to the Chief Executive to develop fundraising projects, programmes and proposals. The post holder will organise their own time and resources effectively and use their own initiative to generate ideas and maximise on fund raising opportunities.

**Key Duties:**

* Identify and report on potential funding opportunities from public/private sector, European funding, national and local trusts and charity bodies
* Develop new and innovative project proposal and make funding application to funding bodies in accordance with funder’s criteria which meets Community Foundation’s aims and objectives.
* Develop a three-year fundraising strategy
* Develop service proposals in line with aims and objectives of Community Foundation to secure contracts from public and private sector agencies.
* Develop marketable paid services and provisions that can be provided by Community Foundation to generate funds for the organisation.
* Register for regular funding news and announcements and inform the chief executive of viable funding opportunities
* Establish links with other voluntary and statutory bodies
* Raise profile of Community Foundation through media and other PR opportunities
* Undertake other duties as required to ensure the proper functioning of the organisation

## Scope of activities

* Develop services which will be attractive to individuals and companies to support or sponsor
* Working with the Chief Executive and local volunteers to implement and deliver a wide range of fundraising opportunities.
* Reporting on funding sources and opportunities and applications submitted on a regular basis.
* Ensuring close collaboration with relevant staff and other stakeholders as appropriate.
* Plan, develop and organise local events to promote the organisation and improve opportunity to secure funds.
* Developing material including electronic and hard publications to provide to potential funders .
  + Review and analyse events once completed and producing a report for the chief executive.
  + Develop and maintain positive relationships with government departments, European Commission, local council, companies and other funding bodies.
  + To represent Community Foundation and act as its ambassador at events and meetings as and when required
  + Proactively recruiting volunteers/participants through the use of mail, telephone, the web and face to face.
* Produce monthly reports on activities, progress on targets and future plans.
* Ensuring all materials produced are in line with corporate identity and quality assurance requirements.
* Attending regular one to one sessions with the chief executive
* Contribute to future fundraising strategy and plans.

**Maintaining efficient administrative systems, including:**

* Ensuring fundraising application and communication records are kept up to date.
* Ensuring volunteers/participants/funders and other stakeholders are kept upto date on work and progress.
* Developing and administering systems to ensure the needs of the organisation are met.
* Responsibility for the appropriate, efficient and timely thanking of donations and funds
* Dealing with enquiries from individuals, community and funding bodies as appropriate.
* Developing and administering effective systems and undertaking own administration.

**Other**

* Attending fundraising events and supporting participants on the day as required.
* Consistently upholding the standards of the organisation by both word and example.
* Ensure all work meets the association’s quality standards.
* Ensure all aspects of work comply with health and safety, equal opportunities and other legislation and Community Foundation policy and procedures.
* Ensure all work is accessible and that the charity’s commitment to diversity and equal opportunities is planned into all work in a relevant and effective manner.
* Any other duties reasonably required which may from time to time fall within the scope and responsibility of the post.

These are key duties and responsibilities for the post and they are subject to regular review addition and change by the Chief Executive. Any significant changes to the role will be subject to consultation.

**JOB SPECIFICATION**

**Knowledge and understanding**

* Expected to have or gain in depth understanding of Community Foundation’s services and strategic aims.
* Knowledge and understanding of third sector work
* Knowledge of fundraising methodologies and sourcing funding

### Experience and Qualifications

* Experience of fund raising and submitting detailed funding application
* Proven experience of effective events organisation and/or working with volunteers.
* Proven experience of researching, developing and promoting events/services or products.
* Experience of establishing and managing effective relationships with local and central government, charities/trust, corporate organisations and other funding bodies
* Proven experience of securing donations, grant income or new business.
* Educated to at least degree level or experience that demonstrates an equivalent knowledge and ability.

### Skills and Abilities

* Ability to use own initiate, to work to tight deadlines and organise own time and resources effectively.
* Target driven and proactive in achieving results.
* Proven ability to motivate others to raise income through the various streams.
* Demonstrable excellent interpersonal and communication skills, face to face, written and verbal.
* Good IT, Word, Excel and power point skills.
* Ability to effectively organise workload and plans to achieve objectives and targets.
* Knowledge and understanding of fundraising events, community and corporate fundraising and relevant fundraising trends and legislation.

### Additional Criteria

* A demonstrable understanding of and a commitment to Equal Opportunities including the needs of different social, cultural groups.
* Able to travel to meet the needs of the role, including occasional evenings and weekends as required.  The job may entail regular travel, occasionally UK-wide, and working unsociable hours.