

Job Description Fundraising Officer

Responsible to: Fundraising Manager

Location: Hybrid role with various bases across Sussex

Hours of work: 37 hours per week

Salary: £27,000 pa FTE

Brief overview of the role:

The purpose of the role is to work with the Fundraising Manager to coordinate and deliver fundraising activities, manage campaigns, steward donors, create content and achieve fundraising targets. The Fundraising Officer will be responsible for researching grants and writing applications, developing individual giving programmes and management of our supporter database (Beacon) alongside other fundraising activities. There will be the opportunity for some project management and innovation of fundraising initiatives.

Main duties:

- To be an active member of the Fundraising and Marketing team contributing to achieving financial targets and strategic objectives.
- Support the Fundraising Team to identify and draft high quality grant and trust applications for AUKWSB&H with the aim of generating both restricted and unrestricted funds to support our existing services and new developments.
- To provide support to both Fundraising and Marketing teams with a range of admin
- Dealing with fundraising and marketing enquiries and sending information (via post, telephone, email, online etc).
- Recording and managing information on our database accurately and in a timely manner e.g logging donations, mailing preferences, subscriptions to our magazine etc > Overseeing donations incoming and recording from donation platforms (e.g JustGiving, Give Tap, Enthuse, etc).
- Support with mailings, donor recruitment and retention including thank you letters, etc and providing a high level of donor care.
- Assist with the preparation and running of events including challenge and fundraising events and building relationships with donors and stakeholders.
- Support Fundraising and Marketing with planning, creating and collating content for social media channels.
- To undertake work to increase awareness of our work and our supporter base.
- In addition to enabling new fundraising activities, the role will support back-office functions and administration of the Fundraising and Marketing teams.
- To undertake any other duties appropriate within the role as may reasonably required by AUKWSBH.

Governance

- To adhere to AUKWSBH policies and procedures including monitoring and taking appropriate, prompt action to ensure compliance.
- To ensure data and administrative processes are adhered to in line with AUKWSBH policies and legislation of the Data Protection Act 2018
- To attend/undertake relevant and mandatory training as required
- Monitor hazards and risks and implement relevant organisation processes including but not restricted to: Health & Safety, HR, Information Governance and GDPR and reputational risk.

Key contacts and relationships

ELT and Leadership Team, IT & Data Team, Fundraising and Marketing Team, Locality Teams, clients, all services, staff and volunteers, external organisations and partners.

Equality, diversity and inclusion

AUKWSBH is committed to anti-discriminatory policies and practices. It is essential that the post holder makes a positive contribution to their promotion and implementation.

Scope of job description

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the postholder.

Person Specification – Fundraising Officer:

Experience	Essential	Desirable
Sound experience of working in a customer facing environment	✓	
Proven ability to complete multiple tasks by managing own workload	✓	
Experience of problem solving and escalating where appropriate	✓	
Good experience in managing projects	✓	
Sound experience of using social media for marketing		✓
Good experience of fundraising		✓
Previous experience of successful grant writing		✓
Proven ability to create content for campaigns and other marketing promo		✓
Experience of updating in house databases/CRM eg Beacon		✓
Knowledge/qualifications		
A basic understanding of, and interest in older people, their situations and their needs	✓	
A basic understanding of sustainability to help deliver effective and focused services that also minimise environmental impact	✓	
Sound understanding of good customer service	✓	
Skills		
Excellent writing and proof-reading skills	✓	
Excellent communication skills	✓	
Good organisational and administrative skills with attention to detail	✓	
Good computer skills including using main Microsoft packages as well as experience with different IT systems	✓	
Good relationship management skills	✓	
A 'can do' positive and professional attitude that can flex and adapt to change and challenges	✓	
Good presentation skills		✓
Other requirements		
Commitment to AUKWSBH's vision, mission and values	✓	
Ability to travel to different locations including other AUKWSBH sites and to work occasional evenings and weekends	✓	
Understanding of and adherence to organisational Code of Conduct, supporting positive change across the charity	✓	