Fundraiser (fixed term one year)

Salary: £19,000 - £23,000 p.a. dependant on experience

Hours: 36.25 per week

The core purpose of the role is to generate income to sustain and grow Izzy’s Promise and partner charities particularly through developing corporate and donor fundraising.

* Research funding from statutory, trusts, individuals and commercial organisations.
* Develop and implement an innovative income strategy which includes Donor, Legacy and Crowdfunding campaigns.
* Develop and submit funding applications to private and public sources
* Develop corporate partnerships and coordinate campaigns and fundraising appeals.
* Develop and maintain Income Generation Databases including funders, sponsors and individual donors.
* Complete and submit high quality funding applications that significantly contribute to the budget
* Develop and maintain donors records and ongoing communication with donors.
* Research new Trusts through the use of available resources such as online databases, annual reports, third sector publications etc
* Research key information to include in funding applications and appeals including relevant statistics, research finding, etc
* Complete and submit quality and timely funding reports to funders accurately demonstrating the impact of the work as required by individual funders
* Assist in training volunteers and staff as directed and support fundraising volunteers
* Communicate effectively with colleagues, partnerships and networks
* Ensure that all relevant Health and Safety measures, GDPR procedures, Equal Opportunities objectives, policies and anti discriminatory practices are adhered to.
* Work closely with all staff to obtain relevant information about the needs and progress of the work
* Stay appropriately networked and keep abreast of trends, news, events and deadlines across the sector
* Ensure all fundraising approaches comply with Izzy’s Promise policies and procedures and ethical fundraising practice
* Consult and co-operate with the line manager and directors, providing regular reports both written and verbal as required
* Take a proactive role in learning about all charities in the Centre, services and the needs/priorities of service users.
* Represent the charities in the community and nationally
* Attend relevant training/development opportunities
* Update the fundraising pages of the website and provide social media support.
* Maintain fundraising recording systems
* Deliver communications, marketing and publicity-based activities, particularly where these support the income strategy.
* Participate in general office duties, staff meetings, events and activities
* Any other duties as may be appropriate or as directed by management or directors

**PERSON SPECIFICATION**

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| **ESSENTIAL** | **DESIRABLE** |
| **Knowledge and Experience**  |
| * Proven success in a fundraising role, securing funds from a range of sources including trusts and private business
* Demonstrable experience of building and managing positive external relationships with a wide range of stakeholders
* Up to date knowledge of funding sources and donor schemes
* Proven experience of meeting financial targets within appropriate time-frames
* A degree or equivalent qualification or experience in a relevant discipline
* Good working knowledge of MS Office suite (Word, Excel)
* Work based Social Media skills and experience
* Current knowledge of fundraising legislation and practice
 | * Experience of managing funding campaigns
* Experience of managing online giving
* Knowledge or interest in abuse issues
* Experience of working with children and young people
* Experience of working with abuse survivors
* Clean driving licence
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| **Skills and Qualities** |
| * Excellent written and oral presentation skills in making a compelling case for financial support to a wide range of stakeholders.
* Excellent administrative skills with the ability to develop and maintain effective systems and records.
* Ability to plan, prioritise and manage workload
* Team player and sensitive to the needs of others
* Ability to support and enthuse others and maintain a professional image
* Focuses on solutions rather than problems
* Committed to making a difference
* Ability to work in a busy environment
* Adaptable and comfortable with change and problem solving
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