Fundraiser (fixed term one year)

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

Hours: 36.25 per week (part-time and job share will be considered as will flexible hours and working from home)

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

* Research funding from statutory, trusts, individuals and commercial organisations.
* Develop and implement an innovative income strategy.
* Research 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.
* 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**

|  |  |
| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
| **Knowledge and Experience** | |
| * Proven success in fundraising, securing funds from a range of sources * Experience of building and managing positive external relationships with a wide range of stakeholders * Knowledge of funding sources and donor schemes * Experience of meeting financial targets within appropriate time-frames * Good working knowledge of MS Office suite (Word, Excel) * Current knowledge of fundraising legislation and practice | * A degree or equivalent qualification or experience in a relevant discipline * Experience of managing funding campaigns * Experience of managing online giving * Knowledge or interest in abuse issues * Work based Social Media skills and experience * Clean driving licence |
| **Skills and Qualities** | |
| * Excellent written and oral presentation skills in making a compelling case for financial support to a wide range of stakeholders. * Administrative skills with the ability to develop and maintain 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 | * 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 |