**Job Description**

**JOB TITLE:** Fundraising Development Officer

**REPORTS TO:** Fundraising & Communications Manager

**JOB OVERVIEW:**

# The main purpose of this post is to work with the Fundraising and Communications Manager to develop and deliver the new fundraising strategy in line with the CACE business plan to achieve financial targets.

# Build strong relationships with a wide range of stakeholders, including community groups, events and corporate partnership opportunities to raise awareness of CACE and develop the supporter base.

**PERSONAL COMPETENCIES:**

* You have at least a years’ experience of a voluntary or a paid fundraising role
* You have experience of charity sector and/or working with volunteers
* You have proven skills in customer service, communication and relationship building
* You have experience of delivering presentations
* You may have been part of partnership delivery, perhaps with a corporate partners
* You may have experience of working with or supporting older or vulnerable people
* You are a highly organised and an efficient individual
* You have created and delivered activities from concept to reporting and evaluation
* You are an effective problem solver, with strong evaluation skills
* You are highly motivated and a self-starter!
* You will be confident in your ability to use IT and Microsoft packages
* You will be, or will be willing to become a member of the Chartered Institute of Fundraising
* You will have or be willing to work towards a fundraising qualification

**KEY ACCOUNTABILITIES AND ACTIVITIES:**

* Delivery and development of the fundraising strategy and activities to achieve organisational objectives including financial targets
* Build and maintain relationships with key stakeholders including service users, supporters, staff, community groups, local businesses and third party event organisers.
* Promote the aims and objectives of CACE
* Undertake such duties as may be required by the Fundraising & Communications Manager and that are consistent with the overall aims of the post.
* Maintain up-to-date knowledge on issues relevant to the role and the charity sector
* Participate in training and other activities as requested

**Relationship Management**

* Develop effective relationships with key stakeholders (internal and external) to ensure a high level of stewardship is maintained
* Develop a strong working network across a variety of audiences to promote the work of CACE, and identify partnership opportunities where available
* Contribute to building positive relationships with funders and donors where appropriate
* Recruit and manage volunteers for specific fundraising activities or committees

**Delivery of Fundraising Activities:**

* Identify development opportunities, including partnership opportunities for awareness and fundraising
* Provide effective planning, oversight and direction to ensure our activities align with our organisational vision
* Collate and analyse data which enable us to assess and evaluate the effectiveness and impact of our activity
* Identify and assess risks associated with activities to ensure risk is well managed within the organisation’s risk appetite
* Deliver community and sporting events
* Deliver corporate pitch and work in business development for partnership opportunities and ‘Charity of the Year’ partners
* Deliver Community fundraising activities including collections, schools and groups
* Work with other staff to engage service users and volunteers with activities across income streams.
* Ensure compliance of activities with relevant legislation and guidelines.
* Develop appropriate fundraising tools for proposals and presentations, cases for support and events materials.
* Create and implement stewardship processes, supporter journeys and campaigns for all income streams including Community, Events, Corporate, Trusts, Major Donor, Individual Giving and In-Memory & Legacy
* Attend and represent CACE at events

**Administrative Tasks:**

* Ensure robust record keeping in relation to our activities, and our contacts
* Provide high quality customer service in all written or verbal correspondence
* Provide regular reports on your activities
* Write/ contribute to impact and evaluation reports
* Utilise problem solving skills to ensure issues are dealt with effectively
* Provide occasional cash handling or banking support
* Use of IT equipment, Microsoft packages, fundraising database, telephone and video calls including Zoom, online giving platforms, communications software and social media.