



## **JOB DESCRIPTION: FUNDRAISING OFFICER (P/T)**

**Salary range:** £24,479 to £30,376 (pro rata)

**Hours:** 21 per week (0.6 FTE)

**Contract:** Permanent (currently funded for two years)

**Location:** Nairn (with the potential for some homeworking)

**Reports to:** Chief Executive

**Accountable to:** Finance Sub-Committee (inc. Chair and Treasurer from Green Hive's Board of Directors)

**Purpose of role:** The Fundraising Officer will work with the Chief Executive and the wider team at Green Hive to secure funds (unrestricted and restricted) from a range of sources, meeting specific targets for each of the next two years (April 2024-March 2026), while managing relations with existing and new investors and leading on the development of a long-term strategic fundraising plan.

**Context:** Launched in 2015, Green Hive (formally Nairn River Enterprise) is a community hub and a charity that specialises in volunteer-led projects and other initiatives, helping to conserve, restore and sustainably develop the natural habitats and public amenities of Nairn and Nairnshire, while cultivating skills and employability and improving outcomes for residents and visitors. Over the last decade the organisation has developed a suite of core business operations that focus on reducing pollution and waste, recycling and re-using discarded man-made materials and promoting more positive interactions with the local environment. It has done this while gradually consolidating its own financial position in support of longer-term organisational sustainability and growth. Recent investment from the Postcode Innovation Trust takes us to the next level, and the recruitment of a dedicated Fundraising Officer will be key to our ongoing plans. In November 2022 Green Hive took ownership of Seaman's Hall in the Fishertown precinct of Nairn; over the last year it has been developing public programmes aimed at

re-establishing this important historic building as a community hub. We are also formulating capital development plans for the facility. The Fundraising Officer will support these activities, playing a pivotal role in the implementation and continuing evolution of our five-year strategic business plan.

**Main duties and responsibilities:**

- To work with the Chief Executive, staff colleagues and the Directors to build a clear understanding of Green Hive's current and future priorities, organisational needs and capacities, and the opportunities available for sustainable development and growth via grant funding for core costs, ongoing programming and one-off projects.
- To work with the Chief Executive on the formulation and implementation of a capital fundraising strategy in support of development/refurbishment plans for Seaman's Hall - including the financing of a design team and building contractors.
- To work with the Chief Executive, staff colleagues and the Directors on the setting of annual budgets, the generation of quarterly management accounts and long-term organisational and departmental business planning.
- To attend and contribute to Green Hive meetings, providing updates and sharing insights on current opportunities for fundraising and income-generation.
- To research and recommend trusts, foundations, statutory funders and other grant-giving bodies - including current and former Green Hive funders where suitable.
- To initiate and manage relationships with said funders, acting as lead contact for all communications, including progress, evaluation and end-of-project reports.
- To draft compelling funding applications, leading on the preparation and submission of bids in consultation with the Chief Executive, staff colleagues and the Directors.
- To lead on the development of a new individual giving strategy for Green Hive (including all aspects of online giving, fundraising events and campaigns, sponsorship, high-net-worth donors, etc.), working with the Chief Executive, staff colleagues and Directors to engage volunteers in these activities where appropriate.

- To monitor and manage Green Hive's grant-tracking database (*Airtable*), populating this with up-to-date information on funding criteria and guidelines, communications, deadlines and ongoing developments, reporting, consultations, evaluations, impact analyses, etc.
- To ensure all fundraising at Green Hive is well-integrated with other income streams, and contributes effectively to individual business strategies for each area of work across the organisation (workshop, outdoor activities, community events, etc.), supporting growth in donations, hires, sales, referrals, service-level agreements, etc.
- To support external communications, publicity and marketing with accurate information and positive public narratives about the progress of grant-funded projects at Green Hive.
- To maintain a working knowledge of charity legislation, ensuring that fundraising and other income-generating projects are conducted according to current best-practice standards (including GDPR).
- To take on any other duties that may be reasonably required according to the needs of the organisation.

### **Skills, knowledge and experience**

- Excellent written and verbal communication skills and the ability to communicate clearly and effectively with different audiences, and at all levels.
- Experience of building and managing beneficial relationships with individuals and organisations.
- Excellent organisational and administrative skills, with the ability to plan and prioritise workload.
- Ability to work flexibly and on your own initiative.
- Proactive, organised and methodical, with an ability to grasp detail and complexity.
- Good record of negotiating changing priorities and meeting deadlines.
- Commitment to sound financial management and achieving financial targets.
- Understanding of the key facets of GDPR and how it relates to donor and volunteer data.

- Experience and a proven track record as a fundraiser.

*The job description does not attempt to describe all the tasks and responsibilities of the post, but rather illustrates - with examples - the main duties of the post-holder. It is therefore subject to alteration and development and will be reviewed annually in consultation with the Chief Executive and the Directors.*

**To apply:** Email a CV and a covering letter explaining your suitability for the role to [nre@greenhive.co.uk](mailto:nre@greenhive.co.uk) before midnight on Sunday 14 April 2024. Likely dates for interview 24 or 25 April 2024. If you'd like an informal chat before applying, please contact Matthew at [matthew@greenhive.co.uk](mailto:matthew@greenhive.co.uk)