

# Fundraising Officer

Job Description  
& Person Specification

## Job Details

<b>Job Title:</b>	Fundraising Officer
<b>Department:</b>	Income Generation
<b>Location:</b>	Grace Eyre, Head Office, Brighton Travel to other Grace Eyre staff locations may be needed
<b>Reporting to:</b>	Fundraising Manager
<b>Staff responsible for:</b>	None
<b>Salary:</b>	Salary scale 3
<b>Working Time:</b>	37.5 hours, Monday-Friday
<b>Any specific working conditions:</b>	We offer a hybrid working policy with a blend of office and home working with a minimum of 2-3 days in the office.

## Summary of the Role

Grace Eyre are looking for an experienced, enthusiastic, motivated, and creative fundraiser to join our dynamic and forward-thinking Income Generation Team.

The Fundraising Officer will be responsible for contributing to the successful development and implementation of our fundraising strategy, exploring new opportunities, diversifying income streams, and building relationships with new and current supporters.

This role is a fantastic opportunity to be part of a fun and friendly team which is integral to the growth, development, and sustainability of Grace Eyre.

## Key Tasks and Responsibilities

- The Fundraising Officer will contribute to the development and implementation of a creative and innovative fundraising strategy, successfully securing funds against agreed

targets from a range of sources, including (but not exclusively) trusts and grants, individual giving, corporate partnerships and legacies.

- The Fundraising Officer will be responsible for managing trusts and grants fundraising. Working with teams and departments across the organisation, they will develop inspiring cases for support, conduct detailed and insightful prospect research, prepare and submit compelling funding applications, produce reports which celebrate achievements and demonstrate impact, and build strong relationships with new and existing funders.
- The Fundraising Officer will support the development of impactful individual giving and legacy campaigns, conducting market research and providing insights into donor behaviour and trends, writing compelling cases for support, and providing high-quality stewardship of donors and supporters leading to long-term engagement.
- The Fundraising Officer will support the development of an innovative and inclusive corporate partnerships strategy, exploring exciting opportunities for business engagement and events, building relationships with business partners, and empowering businesses to support and work with us.

The post will include other duties and responsibilities not specified here. It is also likely that changes will be required from time to time.

## Qualifications/ Education

- Educated to degree level or equivalent Desirable

## Skills/Competencies/Abilities

- Excellent written and oral communication skills, with ability to adapt and respond to different audiences Essential
- Excellent team working skills, with willingness to support others with a strong co-working practice Essential
- Ability to work independently, using initiative to explore and pursue opportunities Essential
- Excellent problem-solving skills with ability to think creatively and find innovative solutions. Essential
- Excellent research skills Essential
- Attention to detail and accuracy Essential

## IT Skills

- Microsoft Office programmes including word, excel, outlook, powerpoint, and teams Essential
- CRM software, Beacon Desirable

## Knowledge

- Significant experience of successful trusts and grant fundraising Essential
- Experience of successful individual giving fundraising Desirable
- Experience of successful corporate fundraising Desirable
- Experience of legacy fundraising Desirable
- Knowledge of the learning disability sector Desirable
- Knowledge of the social care sector Desirable

## Our Values

Our organisational values are a shared set of standards that everyone at Grace Eyre can aspire to and help us to bring our vision, mission, Charter and Our Plan to life.

Our values are:

