



Job Description: Fundraising Officer

Job Title: Fundraising Officer

Reporting to: Finance & Fundraising Manager

Hours of Work: 37.5 hours per week, based at our Harrogate office. The normal office hours are 9 - 5 each day with a half hour for lunch. However the requirements of the role will sometimes require the job holder to work flexibly outside of these hours and, from time to time, at weekends. Time off in lieu will be granted on these occasions. An element of home working can be considered.

Key Objectives

1. To deliver agreed fundraising targets.
2. To develop sustainable voluntary income streams with a focus on trusts and foundations, community fundraising and corporate partnerships, delivering the objectives of the fundraising strategy and supporting the charity's business plan.
3. To secure restricted and unrestricted funding in line with individual and team targets.
4. To ensure the fundraising pipeline remains active and well-stocked, with no gaps in income-generating activity.
5. To manage day-to-day fundraising operations and activities, covering:
 - Running events with a fundraising element
 - Engaging local businesses and potential corporate partners
 - Delivering fundraising campaigns
 - Managing multiple grants through the full cycle, including monitoring, evaluation, reporting, and closure.
 - Managing and monitoring the charity's online fundraising platforms
 - Overseeing collection boxes
 - Reviewing Open Country's communications channels and materials - including social media, newsletters, and publications - to ensure accurate funder acknowledgements and branding
 - Administering the fundraising database
 - Creating and editing relevant fundraising materials
6. To provide input into the development and implementation of the fundraising strategy.



Job Role

It should be noted that your line manager, in collaboration with the Chief Officer and Fundraising Committee, will agree your workload, based on abilities, skills and any need for personal development opportunities.

1. Research and write grant applications to charitable trusts, grant-making bodies and other funders.
2. Develop and deliver new and imaginative community fundraising activities.
3. Implement a strategy for appropriate corporate sponsorship and fundraising.
4. Manage ongoing relationships with donors and benefactors.
5. Research potential and current donors.
6. Develop online fundraising opportunities.
7. Recruit and organise volunteers to support the fundraising functions of the charity.
8. Develop and deliver Open Country fundraising events and recruit and support participants in third-party events.
9. Undertake suitable training as required.
10. Undertake whatever duties are allocated by your line manager, the Chief Officer and Trustees, to ensure that Open Country offers a high quality and caring service at all times.
11. Abide by all our policies, paying particular attention to Health & Safety.

Date: _____

Employee signature: _____

