

Job Description

Title: Fundraising Executive
Contract type: 35 hours Monday – Friday. Fixed term 2 years
Responsible to: Grants & Community Fundraising Manager
Responsible for: grant applications, community fundraising
Flexibility required: occasional evenings/weekends to support fundraising activity events
Checks made: enhanced DBS and two satisfactory references
Salary scale: £31, 214 (Mind in Harrow Scale Point 29)

Role Purpose

The Fundraising Executive will drive and accelerate income predominantly from charitable trusts and community fundraising (corporate, individual and organisations) and deliver an unrivalled supporter experience to increase income with emphasis on unrestricted funds.

The postholder will also work with Marketing & Communications Coordinator re community fundraising and Head of Services re statutory funding opportunities including contracts and there will be potential to develop additional income streams.

You will be line managed by the Grants & Community Fundraiser but manage your own workload, prioritising tasks and working on your own initiative.

Key Responsibilities

Fundraising General

- To contribute to the development and implementation of organisational fundraising strategy.
- To explore and develop new and existing income streams as agreed with Line Manager

Charitable Trusts and Statutory Fundraising

- To assist with researching grant making organisations (eg charitable trusts, lottery and statutory organisations) to match Mind in Harrow's identified funding needs, including essential core costs
- To be responsible for a charitable trust/statutory funding portfolio agreed with Line Manager
- To write and lead on high quality funding proposals including assisting with project budgets

Community Fundraising & Supporter Journey

- To prospect and manage a portfolio of Community Fundraising Projects (eg Skydiving/Charity of the Year) to achieve income targets
- To prospect, motivate and steward a portfolio of community fundraising supporters (individuals, organisations and corporates) commensurate with their projected return on investment. This will include digital support, developing fundraising materials and in-person meetings and presentations
- To promote good practice and compliance with fundraising regulations to fundraisers
- Collaborate with the Marketing and Communications Coordinator to promote Mind in Harrow and fundraising activities through a range of platforms to attract new income streams
- To manage JustGiving and other fundraising platforms

General

- To provide administrative support for the fundraising function (charitable trusts, community fundraising et al) including income analysis, upkeep of accurate and timely data for monitoring requirements and compliance regulations
- Ensure Mind in Harrow's values are embedded across all fundraising activity
- Adhere to MiH policies and procedures and attend staff, team, supervision, and other meetings as required.
- Work flexibly, and occasional outside of normal office hours (including evenings and weekends) to attend fundraising- related events and undertake other duties as reasonably determined by Grants & Community Fundraising Manager or CEO

Mind in Harrow Fundraising Executive Person Specification	Essential/ Desirable	Assessed by
Qualifications		
Degree calibre and/or Certificate in Fundraising (Chartered Institute of Fundraising)	E	Application
Experience		
2 years+ fundraising experience (eg this may include some of the following; trusts/community fundraising/events /major donors/ legacies/direct mail et al)	E	Application/ Interview
Track record of researching, drafting and submitting successful bids to charitable-trusts and/or statutory funders for >£10k	E	Application/ Interview
Track record of managing a successful community fundraising portfolio or events fundraising generating >£50kpa; including stewarding fundraisers through the supporter journey	D	Application/ Interview
Experience of fundraising database and/or CRM	D	Application/ Interview
Skills, abilities, understanding and knowledge		
Knowledge of fundraising, different income streams and fundraising regulations	D	Application/ Interview
Proven diverse formal & informal written communication skills; (eg drafting formal letters/fundraising applications/ fundraising materials/social media or similar)	E	Application/ Interview/Test
Proven diverse formal & informal verbal communication skills including ability to engage and inspire supporters to fundraise (eg leading meetings/giving presentations to a range of stakeholders/motivating fundraisers or transferable skills)	E	Application/ Interview
Ability to analyse fundraising information (eg assessing return on investment on a prospective grant and/or community fundraising opportunities/preparing budgets)	E	Application/ Interview/Test
Excellent level of literacy, organisational, time management, attention to detail and problem-solving skills	E	Application/ Interview
Excellent IT skills eg Word/Teams/PowerPoint/Excel/SharePoint/Canva/Survey Monkey or similar	E	Application/ Interview
Social media and promotion/advertising skills, such as JustGiving/GoFundMe/Facebook/X/ to recruit fundraisers and manage donations.	D	Application/ Interview
Ability to prioritise and manage workload, working autonomously and a team leader and team-player too	E	Application/ Interview
Ability to work with external agencies and senior management to achieve deadlines in a fast-moving organisation	D	Application/ Interview
Understanding of the wellbeing needs of people with mental health needs and equity, diversity and inclusion.	D	Application/ Interview

Personal Circumstances		
Ability to work unsocial hours to support planned fundraising activity	E	Application

