

## Job Description

### Fundraising Officer

#### Main purpose

Collaborate closely with our Senior Fundraising Manager to identify funding opportunities, develop compelling proposals, support individual giving and contribute to bid writing for projects that align with CSE's strategic goals.

#### Specific responsibilities

##### Cross-cutting

- Write compelling funding pitches for projects or fundraising campaigns.
- Work with colleagues to develop and maintain relationships with funder representatives and individual donors.
- Respond to external funding related enquiries in a timely fashion, involving colleagues as appropriate.
- Create and manage processes for identifying, engaging and stewarding key prospects and funders with relevant content in liaison with Communications and project teams.
- Maintain accurate and up to date fundraising content on website, all other CSE communications channels and third-party platforms.
- Support the running of online and in-person events to raise awareness of CSE's work with key stakeholders and potential funders.
- Represent CSE at external events to promote our work, support horizon scanning and identify future partners for the fundraising team to work with.
- Record fundraising activities including donor management, pipeline opportunities and income secured.
- Ensure your work complies with all CSE policies and procedures, with the Fundraising Regulator code of practice, the GDPR and any other relevant legal requirements.

##### Trusts and Foundations

- Research Trusts and Foundations to identify prospects with objectives which align with CSE's strategic goals. Collate this information in an appropriate, accessible format.
- Develop and implement engagement and stewardship plans for funders and prospects.
- Liaise with colleagues to obtain their input into project development and funding applications.
- Compile and write funding applications tailored to the funders' objectives.

##### Individual supporters and corporate partnerships

- Steward current individual supporters, building engagement through a supporter journey.
- Develop campaigns and appeals to engage with new audiences and encourage new supporters.
- Ensure all income and donations are processed, and acknowledged appropriately, including using systems for accurately managing supporter data.
- Work with the Communications team to develop high-quality fundraising materials for promoting appeals and regular donations.

##### Corporate partnerships

- Identify, research and engage potential corporate partners.

- Develop creative ways of presenting CSE to engage corporate partners leading to mutually beneficial relationships with social purpose.
- Write content for sections of bids.
- Other tasks as required by the line manager.

### **General responsibilities**

- Other tasks as required by the line manager.

### **Place of work and other requirements**

- This post is based at the CSE office in Bristol. There is potential for a combination of home working and office working, we would expect a minimum of three-day presence in the office.
- As we require all staff, the post-holder will undertake City & Guilds Energy Awareness training.

### **Person specification**

See below

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational or professional qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE Maths and English or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate degree level or equivalent qualification in a relevant discipline.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successfully securing income from individuals and trusts to achieve agreed targets.</li> <li>• Producing high-quality written proposals, reports and campaign content.</li> </ul>	<ul style="list-style-type: none"> <li>• Project development and bid-writing.</li> <li>• Undertaking desk-based research.</li> <li>• Running successful individual donor fundraising campaigns.</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of trust and foundation funders.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of individual giving and corporate partnerships.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Competence with MS Office programmes – in particular Outlook, Word, Excel, PowerPoint and Access.</li> <li>• Excellent verbal and written communication expertise, able to communicate complex ideas to a range of audiences.</li> <li>• Empathetic and communicative – able to nurture and build relationships with a wide range of donors and supporters.</li> <li>• Self-motivated with ability to work independently and with limited supervision and as part of a team.</li> <li>• Good time management skills, including priority setting, multi-tasking and problem-solving.</li> </ul>	<ul style="list-style-type: none"> <li>• Competence with Fundraising / Customer Relationship Management databases.</li> <li>• Able to use social media to raise awareness and generate income.</li> <li>• Able to use online communications tools such as Canva, MailChimp etc.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Enthusiastic and passionate about raising money to enable CSE's mission of a just transition of the energy system.</li> <li>• A positive 'can do' approach and flexible attitude, including a willingness to work outside of standard office hours if occasionally required.</li> </ul>	