



Fundraising Officer

Job Description October 2024

Location: TBC, site within 15 miles of Oxford. Main office Eynsham.

Hours: 15 Hours (0.4 FTE)

Salary: £27,000 (FTE) pro rata

Contract: 3 years fixed term

Reports to: CEO

Reports : None

Annual Leave: 25 days + bank holidays (pro rata)

Since 2013, FarmAbility has been supporting learning disabled and autistic adults in Oxfordshire, running an outdoor day service for co-farmers (our participants), across multiple sessions each week throughout the calendar year on various farm and garden sites. Currently we work with over 65 people each week. When our co-farmers come to us they get involved in a wide range of purposeful, real-life farm and nature based tasks. Co-farmers also have the opportunity to socialise with others and form friendships. There are always new people to meet and lots of opportunities to interact with others from all sorts of backgrounds at a FarmAbility day.

Role description:

This role will support FarmAbility in developing our fundraising capacity. Currently all of this work is carried out by the CEO and we are looking for a person with experience in organising community fundraising campaigns, regular giving schemes and writing applications to small and medium trusts and foundations. This role will enable FarmAbility to expand our fundraising approach, embed more sustainability and free up capacity of the CEO to explore other avenues including multi-year grant and contract agreements, income generation through produce sales and building relationships with major donors from within our community. Together with the CEO the new Fundraising Officer will develop a comprehensive Fundraising Strategy for the charity.

The new Fundraising Officer will be engaged with our mission and eloquent in their expression of our work and its impact to external audiences. They will work closely with our Impact, Monitoring and Pathways Lead to better present our outcome messaging to funders and will also work closely with our Communications and Events Officer to plan and deliver community-based fundraising activities for our supporters to engage in.

This is a multi-faceted role, with opportunity to grow and develop. You'll work with colleagues across the organisation.

FarmAbility is a warm and friendly place to work and we put a lot of store on creating strong team relationships and a flexible, accommodating work environment. All staff share our goal of a more inclusive society and a determination to enable co-farmers to achieve positive outcomes and experiences within our service.

Role responsibilities:

Individual Donors

- Work with CEO to develop a regular giving scheme, enabling people to offer a regular gift to FarmAbility and establishing a reliable and predictable donation stream.
- Ensure regular communication with donors, including thank-you letters, progress updates, and invitations to events, ensuring donors feel valued and appreciated.
- Maintain accurate records of donor interactions, gift history, and personal preferences using the organisation's CRM system.

Fundraising Events

- Collaborate with the Communications and Events Officer (C&EO) to organise and execute fundraising events (e.g., sponsored challenges, ticketed events) to engage donors and generate income.
- Collaborate with the C&EO to promote fundraising events through social media, newsletters, and other marketing channels.

Trusts and Foundations

- Prepare, write, and submit high-quality grant applications, ensuring they meet the requirements and deadlines of funders.
- Maintain and develop relationships with existing trust and foundation supporters by providing regular updates and impact reports.
- Work closely with CEO and Impact, Monitoring and Pathways Lead to gather relevant data for funding applications and ensure accurate reporting on project outcomes.

Financial and Administrative

- Work with the finance team to manage budgets for fundraising events and initiatives, ensuring targets are met and expenses are controlled.
- Support the Finance Lead, CEO and Treasurer to monitor and report on income received from trusts, foundations, and individual donors, ensuring that all income is correctly allocated.
- Prepare regular progress reports for the CEO, board of trustees, and funders as required.

Collaborative Working

- Collaborate with the C&EO to develop engaging fundraising materials, such as newsletters, social media posts, and donor case studies.
- Attend networking events, conferences, and meetings with funders and donors to represent the organisation and develop new opportunities.
- Work collaboratively and communicate effectively with all colleagues in the team to ensure the successful delivery of our programmes. Respond promptly and appropriately to daily, weekly, monthly team communications.
- Take on additional responsibilities appropriate to the post as required (for example when new projects are implemented within FarmAbility).
- Take part in FarmAbility community events and carry out roles to plan, deliver and review these activities as required in collaboration with the whole team.

Person Specification	E (essential) D (desirable)
Experience with managing funding budgets and tracking income.	D
Experience of using a CRM system or other multi strand database management system.	D
Familiarity with online fundraising platforms and tools.	D
Experience in planning and managing successful fundraising events.	D
Proven experience in securing funds from trusts, foundations, or individual donors.	E
Excellent written communication skills, with the ability to produce compelling grant applications and reports.	E
Strong interpersonal skills and the ability to build relationships with a variety of stakeholders, including donors, funders, and volunteers.	E
Ability to manage multiple projects, deadlines, and priorities effectively.	E
Keen attention to detail and high standards for quality in all aspects of the role.	E
Flexibility to adapt to the changing demands of fundraising and donor relations.	E
Competent in use of Microsoft Office suite of programmes and digital communications.	E
A commitment to FarmAbility's ethos, and a determination to enable co-farmers to achieve positive outcomes	E
Ability to work independently and with initiative	E

FarmAbility welcomes applications from all parts of our community. We value diversity and seek to promote inclusion, which we demonstrate through our activities, as well as in our policies and working practices. Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

To apply, please send your CV and a supporting statement of no more than 2 sides of A4, detailing how you match our person specification, along with a completed Diversity Monitoring form, to jobs@farmability.org.uk

**The closing date for applications is midnight on Sunday 10th November.
Interviews will be held the week commencing Monday 25th November.**

Issue date: October 2024