



Job Title: Fundraiser

Location: Flexible (home and office-based with local travel)

Hours: Full-time (occasional evening and weekend work required)

Salary: Up to £40,000p.a. depending on experience

Contract: Permanent

Reports to: OTR Manager

Key Responsibilities

- To ensure Off The Record maintains its core funding, seeks out new funding and diversifies funding streams through community fundraising within the borough
 - Develop and monitor the fundraising strategy with the manager, in line with OTR's annual objectives and business plan
 - Take responsibility for all bid-writing for an established grant fundraising portfolio, including budgets and monitoring reports
 - Identify, develop and manage successful fundraising relationships with local businesses and community groups, and build and nurture a network of local philanthropists and individual donors
 - Plan and deliver fundraising activities at local fairs, events, and community initiatives, to include recruiting and managing the volunteer helpers
 - Manage relationships with our supporters, maintaining regular contact through updates, thank you letters, and calls
 - Develop fundraising materials, including website and social media
 - Work with the Finance Manager to oversee budgets and delivery of grants
 - Maintain accurate and detailed records of donor engagement and fundraising activity, whilst meeting GDPR requirements
 - Report regularly to the Manager and Board on the outcome of funding applications
 - Ensure all fundraising activity complies with the Fundraising Regulator's Code of Practice (we are registered with the Fundraising Regulator)
 - Represent the charity positively within the local community
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About You

We are looking for someone who is enthusiastic, organised, and confident in building relationships.

You will also have:

- Successful experience in fundraising roles
- Strong communication and interpersonal skills

- Excellent writing skills
 - The ability to develop positive relationships, and to relate well with colleagues and the general public
 - The ability to work independently and manage your own workload – happy in a small, busy team where everyone pulls together
 - The ability to manage projects to meet targets and deadlines
 - A proactive approach to identifying, developing and seeing through opportunities
 - A genuine passion for making a difference in the lives of young people and empathy for those experiencing mental health issues
 - Experience using Microsoft Word, Excel and PowerPoint; experience using Canva or a similar design programme would be beneficial but is not essential
 - Knowledge of using a CRM system to manage supporter/service user data; or the ability to learn new systems and programmes quickly
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Equal opportunities

Off The Record Twickenham is an Equal Opportunities employer. We welcome applications from people of all backgrounds and lived experiences. We believe our work is stronger when our team reflects the diversity of the young people we support, and we are committed to creating an inclusive, supportive environment where everyone can thrive.

Any Questions

For an informal chat about this role, please email Deborah on: deborah@otrtwickenham.com
