

Fundraising and Communications Officer

National Emergencies Trust

Location: Remote working with co-working opportunities in London, occasional UK-based travel

Salary: From £26K-£29K, depending on experience

Employment type: Permanent contract, full time with flexible hours

Reporting to: Head of Fundraising

Closing date: Friday 4th April 2025

We are looking for a dynamic and creative Fundraising and Communications Officer who can help us to make a difference to people's lives when national emergencies arise in the UK. That could be a flood, fire, act of terror or tragic accident - but whatever it is, you'll be playing a vital supporting role in helping those affected to recover and rebuild their lives.

Working in to the Head of Fundraising (HoFR) and Communications colleagues, you'll help to implement our fundraising strategy, which encompasses relationships with corporate and major donors, and Trusts and Foundations, as well as public fundraising initiatives.

During UK disasters you'll support our nationwide public-facing fundraising appeals to meet the needs of those affected. Outside of appeals you'll help to build strong relationships with supporters, and deliver engaging campaigns and events across a range of channels.

Key Responsibilities:

This multifaceted role offers an exciting next step in your career with a chance to hone your skills in fundraising, communications and relationship management as part of a small and hands-on team. You will have a chance to support the delivery of:

- **Corporate and major donor activities:**
 - Conduct desktop research to identify and cultivate donor relationships
 - Input into tailored information packs and presentation materials
 - Develop strong relationships with corporate supporters
 - Manage our CRM to steward and strengthen existing relationships
 - Help to develop engaging proposals for prospective supporters
 - Support event planning and execution
 - Attend networking events and conferences
- **Engaging fundraising and communications materials:**
 - Create high quality written, video, audio, and image-led content
 - Help to produce insightful impact reports

- **Public-facing communications and campaigns:**

- Develop written and video content for the Trust's social channels and website
- Support innovative survivor-led projects that create positive change
- Help to deliver engaging email marketing campaigns
- Analyse channel data to help make continuous improvements

Who we are looking for:

You'll be:

- **Passionate** about making a difference to people affected by disasters
- **Creative and curious** - you'll try your hand at new things and bring ideas
- **Analytical** - you'll enjoy analysing data to create actionable insights
- **Confident** in presenting to supporters, partners and colleagues
- **Excited** to learn new skills - e.g. Google analytics, Beacon, MailChimp, video editing
- **Comfortable** under the pressure of emergency appeals, alongside a supportive team
- **Happy** working remotely with regular opportunities to come together and collaborate

You'll have:

- A basic understanding of fundraising strategies and experience in successfully engaging target audiences
- A track-record in building strong relationships with individuals in community or commercial organisations
- Excellent copywriting and editing skills that can flex across styles and formats
- Experience of using a range of social media platforms, and analysing audience data to improve results
- Strong analytical skills that help you to understand audience data and develop targeted approaches and messaging
- Knowledge and experience of using key Microsoft products, including Outlook, Teams, Powerpoint, Word, Excel etc

What we can offer you:

As well as a chance to make a BIG difference in a small, friendly team, we can offer you:

- Lots of hands-on opportunities to learn or hone your skills in fundraising and comms
- The chance to opt in for formal or informal mentoring
- The chance to bring your ideas to the table to improve the way we do things
- Flexible hours from anywhere and/or alongside colleagues in a London co-working space
- A competitive benefits package that includes
 - 28 days holiday per year
 - Life insurance
 - Enhanced paternity and maternity leave

- 4-6% employer pension contribution
- Employee Assistance Programme

Equity, diversity and Inclusion

National Emergencies Trust is an equal opportunities employer and we recognise equity, diversity and inclusion are a source of strength in achieving our mission. We therefore welcome everyone, trusting what makes us different brings different perspectives, creativity, ideas and experiences to help us collectively do our best work.

That's regardless of your gender, age, disability, religion, sexual orientation, and cultural identity or any other potentially unlawfully discriminating factor. We aim to recruit the person most suited to the job and welcome applications from candidates from all backgrounds.

Diversity monitoring recruitment is one way of helping us to ensure there is no unfair discrimination in the way that we recruit people. We will also share questions 48 hours in advance.

How to apply

If you would like to apply for the role, please send your CV along with a cover letter to recruitment@nationalemergenciestrust.org.uk by 11.59pm on Friday 4th April 2025.

We also ask you to complete this [Diversity Monitoring Form](#) to help us understand the diversity profile of people who apply. This information is given in confidence for monitoring purposes only. However, if you would prefer not to answer any of the questions we ask, please pick 'prefer not to say' from the drop-down menus.

For any questions about the role or the process, please contact the team on info@nationalemergenciestrust.org.uk