

# FUNDRAISING & COMMUNICATIONS OFFICER

## Recruitment Pack



# Key information



## Job Title:

Fundraising & Communications Officer

## Reporting To:

CEO

## Key internal relationships:

CEO, Philanthropy Manager, Communications Manager, Trustees

## Key external relationships:

Development Committee, funders (“fundholders”) and donors, and potential funders and donors

## Location:

Fully home based with regular travel required around Hampshire, Southampton, Portsmouth and the Isle of Wight.  
(Means of independent transport required)

## Hours:

Full time (37 hours per week)

## Salary:

£28K - £32K depending on experience

## Responsible for:

No direct reports





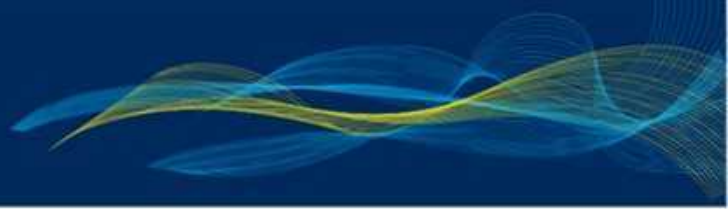
The Hampshire and Isle of Wight Community Foundation is an independent charitable foundation which connects local donors with local causes and community groups in Hampshire, Portsmouth, Southampton and the Isle of Wight. We are the largest charitable grant maker based in and focused solely on the region and on average we make grants to a total value of £1.5-£2 million every year.

Our mission is to create positive social change alongside the poorest and most disadvantaged communities, by linking local generosity to local need. We provide a route for donors, funders and philanthropists to bring their generosity to life by making impactful grants to effective community organisations that tackle poverty and inequality in our area.

Our ambition is to double our Endowment Funds by 2040 and this role is crucial in helping enable us to achieve – and exceed – that target. Although reporting directly to the CEO, the main purpose of the Fundraising & Communications Officer role is to support the CEO, Philanthropy Manager and the Communications Manager to deliver all the elements of a successful growth strategy for the Community Foundation. This function will be well supported by the whole staff team, as well as the Chair of Trustees and two committees set up to support the successful implementation of this strategy.







You will be a fundraiser with some experience, joining a small team with big aspirations for growth. You will have a “can do” attitude and be motivated by our mission and committed to our local communities. You will instinctively know how to relate warmly to all our audiences - from high profile and high wealth individuals, representatives of companies or local authorities, to volunteers and clients of tiny community groups – both in person and across all our communications channels. You will have excellent writing skills and an eye for detail. If you are techy and instinctively know what works for which audience on which communication channels, that will be a big advantage.

## Key Tasks

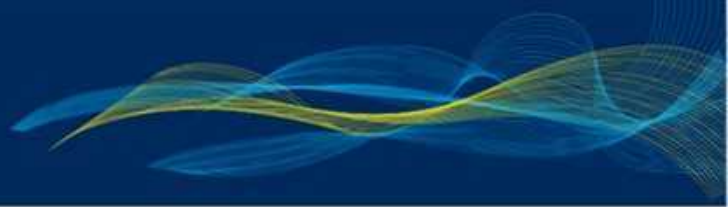
The purpose of this role is to support us to grow our income, so the tasks involved will cross over between Fundraising & Philanthropy, and Communications.

### **Fundraising & Philanthropy:**

- Prospect research and bid writing
- Delivery of stewardship plans including reporting to and liaising with funders (also known as “Fundholders”) and associated record keeping
- Event logistics and promotion
- Managing logistics for our Development Committee and Philanthropy & Communications Committee

### **Communications:**

- Creating and delivering promotional plans focused on income generation activities including event promotion, donor newsletters, website and social media content
- Creating engaging promotional materials for print
- Attending and/or presenting at events to raise our profile
- Supporting the creation and development of new platforms when needed
- Any other appropriate tasks as directed



## Person Specification

- Committed to and motivated by equity, diversity and inclusion
- Excellent written skills and able to check own work
- Self-motivated and hard working
- Reliable, personable and well presented
- Able to occasionally work outside of normal office hours, including evenings (Time off in lieu is given)
- Able to travel around Hampshire / IOW as and when required, without overnight stays – living within Hampshire, Portsmouth, Southampton or the Isle of Wight is strongly preferred

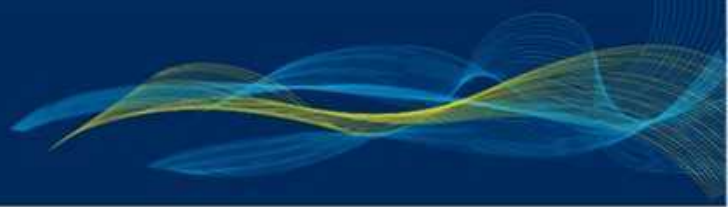
## Essential Skills and Experience

- Solid experience working in a fundraising role or a communications role that had a focus on supporting income generation.
- Excellent spoken and written English, particularly being able to write engaging copy for fundraising
- Ability and confidence to work with a variety of stakeholders
- Highly proficient in MS Office products and familiar with databases (eg Salesforce) and other software
- Confident with the Meta suite of social media, and other commonly used platforms

## Desirable Skills and Experience

- At least three years' experience within a similar or aligned role
- Experience using Canva, MailChimp, Raisely and WordPress or similar packages
- Knowledge of the voluntary and community sector in Hampshire, Portsmouth, Southampton and the Isle of Wight





## Base

The role is home based. The successful candidate needs to have a suitable home working environment and will be required to travel within the region regularly. A monthly allowance is paid to all staff for home working, which contributes to the cost of wifi connection etc. Suitable candidates applying from Hampshire, Portsmouth, Southampton or the Isle of Wight will be prioritised. The successful candidate must be able to travel within this region without requiring overnight accommodation. Access to a suitably insured vehicle is required.

## Salary

On appointment remuneration will be a gross full time salary of £28K to £32K depending on experience.

## Probation Period

The post is subject to our standard six-month probationary period and is offered on a permanent contract. Four weeks' notice is required by either side to terminate the contract.

## Pension

The successful candidate is welcome to apply to join the pension scheme after their six-month probationary period which has been deemed successful. HIWCF will contribute 5% as long as the employee contributes a minimum of 3%.

## Hours

37 hours per week. Occasional weekend and evening work is required, for which Time Off in Lieu is given.



## Holidays

25 days a year of paid annual leave, pro rata if part time. In addition, three days holiday are given between Christmas and the New Year plus Public Holidays, but these do not form part of the annual leave provision.

## Equity, Diversity and Inclusion

We select candidates and make appointments in line with our equity, diversity and inclusion policy. We are particularly interested in hearing from applicants from minoritised backgrounds or with lived experience of any area of our work.

## Recruitment & Contact Details

- Apply by sending a CV and covering letter to Jo Dakin, Office Administrator on [info@hiwcf.com](mailto:info@hiwcf.com). We will require a minimum of two suitable referees, one of whom must be your current or most recent line manager. (We will not contact them unless you are offered the role.)
- Please confirm in your application that you are eligible to work in the UK. If offered the role, you will be required to provide evidence of your eligibility.
- **Please apply as soon as possible as suitable candidates will be interviewed on a rolling basis. As soon as the role is appointed we will no longer accept new applications.**



[www.hiwcf.org.uk](http://www.hiwcf.org.uk)



[info@hiwcf.com](mailto:info@hiwcf.com)



01962 798700



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GIVING FOR LOCAL GOOD