

Fundraising Communications Officer

Role description

2024

The role

The Fundraising Communications Officer is responsible for delivering exceptional communications to Book Aid International's high value supporters (primarily major donors, with support for our corporates, trusts and legacy givers as required).

You will be expert in report writing and InDesign and will be able to synthesise a wide variety of material into excellently written and presented reports, proposals and other communications.

You will proactively manage relationships with your own small portfolio of mid-level supporters, seeking opportunities through the work of Book Aid International to communicate the impact of their support.

You will manage the delivery of bespoke annual events designed to strengthen and maintain relationships with supporters.

Key responsibilities

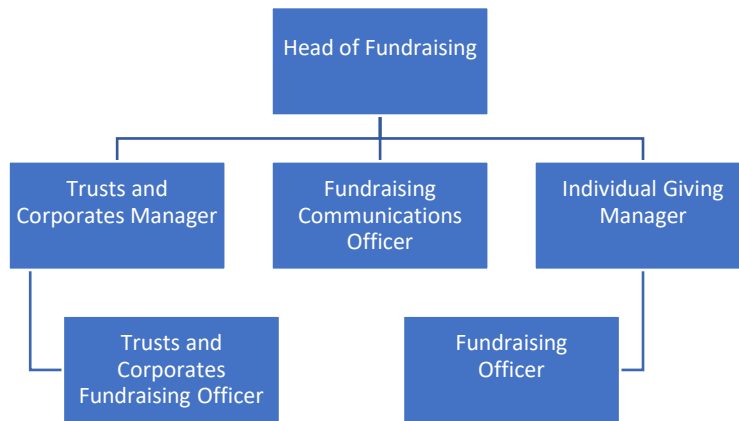
- Using InDesign, develop and write high-quality, individual reports and proposals to a range of high value supporters
- Proactively manage communication with a small portfolio of existing major donors and prospects – ensuring timely and individual correspondence and identifying key touchpoints and opportunities for engagement
- Manage the delivery of a bespoke events programme designed to support relationships with high value supporters – including small lunches, breakfasts or other occasions
- Support the Head of Fundraising with other administration relating to major giving and legacy giving
- Update Book Aid International's CRM to accurately reflect actions and communications with supporters.

Requirements for the role

- Excellent copywriting skills and a demonstrable high standard of written English
- Ability to synthesise a large amount of information into an accessible and compelling narrative
- Experience and competence in using Adobe InDesign
- Excellent attention to detail and ability to manage multiple tasks at once
- Good relationship management and people skills
- A team player, happy to take initiative
- Experience using a CRM would be beneficial
- Fundraising, communications and / or sales experience would be advantageous
- Aptitude to uphold the values of Book Aid International.

About the team

The Fundraising Team supports a diverse range of income streams including Major Donor, Individual Giving, Trusts & Foundations and Corporates.



Terms & Benefits

Contract	Permanent, full or part-time (3-5 days per week)
Working hours	7 hours per day
Place of work	Hybrid - Camberwell office / home working
Salary	£30-35k depending on experience. Pro-rata for part-time work
Annual leave entitlement	25 days annual leave plus all bank holidays. Pro-rata for part-time work
Benefits	Flexible working policy, generous pension contribution - up to 8% employer contribution, good training and development budget, life assurance, Employee Assistance Programme.