



Fundraising Officer

Are you passionate about using your skills to help children in Darfur, Sudan, trapped in the middle of horrendous fighting?

We are looking for a Fundraising Officer to join our small but dedicated team on a full-time employed basis. This is a flexible position needing someone determined to make a lasting difference in the world. You will also have fun as we work together, making an impact on the lives of the most deprived children in the world – those living in remote villages in Darfur, Sudan. You will generally work from home or remotely, but will need to visit our office in Dorking, Surrey, at least once or twice a month so will need to live within a reasonable commuting distance.

About Kids for Kids

Kids for Kids is the only charity founded specifically to help children in one of the most challenging regions of the world, Darfur, Sudan. For the past 23 years we have been transforming the lives of children through a unique package of integrated projects, working closely with the communities themselves. You will be helping transform the lives of children long term when you join our small, dedicated team.

About the position

As Fundraising Officer, you will play a pivotal role in driving the financial sustainability by increasing and diversifying income streams to enable Kids for Kids to deliver its mission. In addition to volunteers in the UK we have a Friends of Kids for Kids in America and Australia.

The post holder will be responsible for raising funds for Kids for Kids from community fundraising, grants/ trusts and developing other key income streams including major donors, regular giving, legacy and corporate.

This is a challenging, and immensely rewarding position, requiring someone who has a can-do attitude, is hardworking, efficient, has excellent attention to detail, can work in a fast-paced environment and good at managing your own time. You will interact with our donors, Patrons and Trustees as part of the public face of Kids for Kids, but most of all you will be as determined as we are to make a lasting difference to children's lives.

Key Responsibilities

- Identify, approach and maintain relationships with supporters – individuals, companies, schools, churches, community groups etc. Deliver presentations to interested groups
- Develop and broaden corporate support and sponsorship
- Identify and organise new fundraising campaigns and events, proactively identifying opportunities for raising awareness and fundraising
- Write and design publicity materials for mailings, events and general outreach
- Design regular Email Campaigns and monitor results
- Manage events, including designing tickets, designing Programmes to sell at events, selling advertising space and sourcing auction prizes.
- Identify and write grant applications

- Co-ordinate and produce all social media, and monitor impact
- Maintain the website and generate content
- Provide support to the CEO/Founder, Deputy CEO and general administrative support as needed

Candidate Requirements:

- 3+ years of experience and proven track record in fundraising
- Good level of knowledge regarding fundraising good practice and legislation
- Experience of planning, managing and reviewing particular events, appeals and campaigns, including identifying needs and setting goals.
- Experienced, organised, self-motivated, accurate, enthusiastic, able to take initiative, and with good attention to detail.
- Effective communicator to all ages and levels, with excellent presentation, written and negotiation skills
- Develop and maintain effective relations with donors, supporters and volunteers, motivating them and ensuring they remain committed to Kids for Kids.
- Able to work independently and efficiently in your home, as well as with a small team
- Have a laptop with all MS Office programmes, including Access, a colour printer and fast Wifi
- Proficient in Microsoft Office with the ability to learn new IT systems quickly and efficiently

Desirable Skills:

- Social Media marketing – proficient in Google Analytics, Buffer, Linked In, Facebook, Instagram, TikTok and X with general knowledge of Search Engine Optimisation
- Experience working in Wordpress
- Experience of working with Mailchimp to deliver and review regular email marketing campaigns
- Previous experience working for a charity and developing networks
- Ability to attend events and meetings in Dorking, Surrey and London (move this to requirements, not desirable)

Location & commitments:

- Full time Employed position - 35 hours per week, with occasional evening and weekend work.
- Annual leave is 25 days (including week between Christmas and New Year when the office is shut), plus statutory Bank Holidays
- £24k- £26k per annum commensurate with experience
- Hybrid – home based but able to attend in-person meetings in Dorking
- You must have a laptop (not Mac) and Windows 11, MS Office including Access, Publisher, plus a good colour printer and fast internet.

How to apply:

We are looking forward to receiving CVs from candidates with a passion for fundraising and sustainable development. Please email a cover letter and CV demonstrating your suitability for the position to: Davina@kidsforkids.org.uk.

Deadline for applications: 29th July 2024. Only those on the short list will be contacted. Must have the right to work in the UK. No agencies please. Please do not telephone the office.