

## Job Description & Person Specification

<b>Job Title</b>	Fundraising Officer
<b>Hours</b>	Full Time, 35 hours per week
<b>Contract</b>	Permanent
<b>Salary</b>	£32,000 - £35,000 per annum (dependent on experience) + up to 4% matched pension contribution
<b>Line Manager</b>	Senior Fundraising Lead
<b>Location</b>	This role is a hybrid of office-based (1 Thorpe Close, London, W10 5XL) and home working

### Age UK Kensington & Chelsea

At Age UK Kensington & Chelsea, we believe that ageing should be about *living well* — staying connected, independent, and fulfilled at every stage of life.

We're a vibrant, values-led local charity and proud partner of the Age UK network. Every day, we work alongside older people to design and deliver services that promote wellbeing, independence and dignity. From supporting people to manage their health, to tackling loneliness and influencing local policy, we put people and communities at the heart of everything we do.

As we look to the future, we're focused on innovation, growth and lasting impact — building stronger partnerships, diversifying our income, and creating new ways to reach more people across our borough.

### Job Role

**We are looking for an enthusiastic, proactive Fundraising Officer to join our small but ambitious fundraising team.**

This is an exciting opportunity for someone who thrives in a hands-on role and wants to make a meaningful impact as we grow and diversify our income. In this role, you will help deliver and grow fundraising activity across individual giving, corporate partnerships, events and supporter stewardship.

You will take ownership of day-to-day fundraising activity within agreed areas, while working closely with the Senior Fundraising Lead on priorities, planning and income development.

Your focus will be on the following:

- Major Donor and Individual Giving
- Corporate Partnerships

- Community Fundraising, Events, Challenges and Merchandise, helping to raise our profile and engage new supporters

Your strong communication skills, creativity and energy will help us build deeper relationships with supporters and strengthen our fundraising foundations. You will nurture individual donors, deliver excellent stewardship, and help shape a supporter journey that feels personal, engaging and rewarding.

This is a varied and hands-on role within a small team. You will be confident building relationships with donors and supporters, supporting events and writing clear, persuasive fundraising content. You may already have experience across more than one fundraising area and will be keen to build your skills further in a broad fundraising role.

**Key Responsibilities:**

- Develop and deliver an effective supporter stewardship programme
- Work collaboratively across teams to prepare and coordinate fundraising bids
- Produce timely and accurate donor reports
- Help grow corporate partnerships and sponsorship opportunities aligned with AUKC's fundraising goals
- Plan and coordinate challenge events and fundraising events
- Secure event sponsorships and in-kind donations
- Support volunteer and supporter participation, working closely with Marketing & Communications to promote events
- Assist the Senior Fundraising Lead with individual giving programmes, including regular giving, appeals, legacies and community fundraising
- Support the identification, cultivation and stewardship of major donors
- Develop compelling cases for support, proposals and fundraising materials
- Support the development of new fundraising products
- Build and maintain strong donor relationships through personalised communication, stewardship and meetings
- Work with the Marketing & Communications Officer to ensure consistent, persuasive fundraising messaging across social media, newsletters and the website
- Support the Senior Fundraising Lead with proposals to Trusts, Foundations and Statutory Funders

**Person Specification**

**About You**

You will be a skilled communicator, confident engaging with people from all backgrounds, and a natural relationship-builder. You are organised, reliable and motivated by the opportunity to play an important role in generating income for a cause that matters.

You bring:

- A solutions-focused mindset and determination to succeed
- Strong time-management and organisational skills
- The ability to write clearly, persuasively and with purpose
- Confidence in representing the charity at events and in the community
- A willingness to get involved wherever needed—this is a community-led role
- A collaborative approach, working closely with the Senior Fundraising Lead and Marketing & Communications Officer and across the organisation

If you're ready to help shape the future of our fundraising and grow with us, we'd love to hear from you.

### **Experience and Knowledge**

- Experience in one or more fundraising disciplines, with the confidence to work across a broad fundraising portfolio, including areas such as events, corporate partnerships, individual giving or community fundraising
- Demonstrable experience of building and maintaining supporter or customer relationships
- Experience writing persuasive copy, such as funding applications, donor updates or marketing content
- Understanding of donor stewardship principles and supporter journeys
- Experience coordinating or supporting fundraising events or community activities
- Strong understanding of charity fundraising practices and the importance of compliance, accuracy and confidentiality

### **Skills and competencies**

- Excellent written and verbal communication skills, with the ability to tailor messages to different audiences
- Strong organisational skills with the ability to manage multiple tasks and deadlines
- Confident relationship-builder, comfortable engaging with donors, partners and community supporters
- Ability to work proactively and independently within a small team
- Competent in using CRM systems or databases (or ability to learn quickly)
- Good attention to detail, especially in reporting and record-keeping
- Creative thinker with the ability to spot opportunities and propose solutions

### **Personal Qualities**

- Enthusiastic, positive and motivated by achieving fundraising results

- Comfortable representing the charity at events and in the community
- Flexible and willing to support colleagues across different fundraising strands
- Commitment to the mission and values of the charity