



JOB DESCRIPTION

Job Title:	Fundraising Officer
Contract:	Homeworking, fixed term (24 months)
Hours:	21 Hours
Salary	£17,953 (£29,922 pro rata)
Location:	Home-based, with some face-to-face meetings and events required for which travel costs will be paid.
Reporting to:	Chief Executive Officer

JOB SUMMARY

To increase and diversify funding streams to enable The Ripple Pond to deliver its mission and increase opportunities for developing new and existing projects.

The post holder will be responsible for raising funds for The Ripple Pond from community fundraising, grants/trusts and developing other key income streams including major donors, regular giving and corporate. The postholder will hold a strategic overview of the charity's fundraising needs and be a key player in the Chief Executives Strategic Team.

KEY RESPONSIBILITIES

Income Generation

- Manage, support and develop imaginative fundraising activities some of which may be events-based.
- Bid writing for grant/trust applications.
- Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters.
- Deliver presentations to interested groups.
- Develop and broaden corporate support and sponsorship.
- Develop and coordinate web-based fundraising, including social media.
- Work with Chief Executive and Strategic Team to develop other income generation stream, include harnessing The Ripple Pond's brand, knowledge, and community access.

Strategic Direction

- Work with the Chief Executive and Strategic Team to develop strategy and brand to optimise and develop fundraising and revenue generation.

Administration & Coordination

- Preparation of fundraising reports for management and Trustees meetings.
- Maintaining the fundraising documentation and records.
- Contribute updates of fundraising events and activities for monthly quarterly, and annual reports.
- Coordinate staff and volunteers.
- Recruit and support volunteers.

Creative

- Write and design organisational materials, including Case for Support and fundraising plans.
- Work with the Strategic Team to manage and update the website.

Other

- Stay abreast of fundraising good practice and legislation, ensuring compliance with the Charities Act and the Institute of Fundraising and FRSB codes of practice.
- Network with other fundraisers and charity staff.
- Support Chief Executive with ad hoc tasks.
- Undertake any other duties commensurate with the post.

Flexibility

- The role requires a willingness to work variable hours which will include occasional weekend and evening work.
- The role will require travel to meetings and events.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge, Skills & Experience:		
At least 3 years' experience and proven track record in fundraising.	Y	
Good level of knowledge regarding fundraising good practice and legislation.	Y	
Plan, implement and review particular events, appeals or campaigns, including identifying needs, setting goals, managing the planning process, and planning events.	Y	
Effective communicator with external and internal audiences, including identifying audiences, writing skills, using the media, presentational skills, and persuasiveness.	Y	
Managing staff and volunteers, including recruitment, motivation, supervision, support, development, and working with groups and committees.	Y	
Collect, analyse and manage relevant information, including prospect research, developing and acquiring lists, and storing, analysing and updating information.	Y	
Develop and maintain effective relations with donors, supporters and other relevant agencies, including understanding donor motivation, and developing and sustaining donor commitment.	Y	
Deal effectively with the commercial aspects of fundraising, including costing projects and plans, tendering and negotiating contracts, trading, and both legal and tax requirements.	Y	

Choose and apply various approaches or techniques for fundraising, including knowledge of a range of fundraising and campaigning techniques within an understanding of ethical principles and the external fundraising environment.	Y	
Technologically competent and confident including use of Microsoft Office Applications, social media, and editing websites.	Y	
Personal Qualities:		
Ability to work as part of a dedicated team and independently.	Y	
Self-motivated and self-disciplined.	Y	
A creative thinker	Y	
Emotionally and psychologically resilient	Y	
Self-disciplined and ability to work to tight deadlines	Y	
Well presented with an ability to act as an ambassador for the charity	Y	
Other:		
Willingness to learn and utilise training opportunities to develop existing skills and knowledge.	Y	
Full driving licence and access to a roadworthy and taxed vehicle with business insurance.	Y	

This role is specified as 21 hrs flexible.

Two acceptable working schedules are outlined below. The employee may negotiate an alternative working pattern that balances the needs of the employee with those of the employer.

The expectation is that the hours will be fixed and worked within the working week. (Monday to Friday 09:00 to 17:00)

Monday	Tuesday	Wednesday
09:00 to 17:00	09:00 to 17:00	09:00 to 17:00
Lunch 1 hr unpaid	Lunch 1 hr unpaid	Lunch 1 hr unpaid

Monday	Tuesday	Wednesday	Thursday
10:00 to 15:30	09:30 to 15:30	09:30 to 15:30	10:00 to 15:30
Lunch 30 min unpaid	Lunch 30 min unpaid	Lunch 30 min unpaid	Lunch 30 min unpaid

Dated: 23 June 2024

Approved by: Rodger Cartwright, CEO