

## Job Description Fundraising Officer

<b>Job Title:</b>	Fundraising Officer
<b>Department:</b>	Development
<b>Location:</b>	The Historic Dockyard Chatham
<b>Hours:</b>	Full-Time
<b>Salary Range:</b>	£30,000
<b>Reports to:</b>	Development Manager

### Overall Purpose of the role:

Working closely with the Trust's Development Manager, this position plays a critical role in supporting fundraising activities for Chatham Historic Dockyard Trust, primarily focused on bid writing and grant applications to Charitable Trusts and Foundations, supporting individual giving initiatives, legacy fundraising and working with companies to leverage support through CSR (Corporate Social Responsibility) initiatives.

### Key Tasks and Responsibilities:

#### Role Specific

#### Fundraising from Charitable Trusts and Foundations

- Responsible for researching Trusts and Foundations that align with key strategic objectives for Chatham Historic Dockyard Trust and building relationships that lead to long-term support.
- Working alongside the Development Manager, write funding bids and proposals for both key charitable projects and general unrestricted revenue support.
- Ensure that all supporters are kept informed of progress of projects and working with other departments, develop measures for project outputs and outcomes to demonstrate success to benefactors.
- Working alongside the Development Manager, develop a pipeline of supporters with clear priorities defined.
- Responsible for ensuring that all financial information related to grants from Trusts and Foundations is accurate and aligned with the reporting requirements of funders.

### Fundraising from Individuals

- Working closely with the Development Manager, define opportunities for Individual Giving throughout the breadth of Chatham Historic Dockyard Trust's charitable work.
- Working alongside other teams and the Development Manager, develop mechanisms for individual giving including online giving, contactless donations, membership schemes and any other initiatives that may be developed.
- Develop effective communication methods to keep individual donors informed on the success of individual giving campaigns.

### Fundraising through Legacies

- Working alongside the Development Manager, support the delivery of legacy giving campaigns and the facilitation of legacy gifts when they come to fruition.

### Supporting Corporate Social Responsibility

- Working alongside the Development Manager and other departments, develop opportunities for further Company Giving which may include sponsorship of key events, activities and exhibitions.
- Support the development of specific proposals to companies and play a role in the development of long-standing relationships.
- Develop effective communication methods to keep company donors informed on success of projects that have been funded.

### General:

- Additional Responsibilities
  - Working alongside the Development Manager, develop impact reporting and evaluation for projects that have been financed through fundraising initiatives.
  - Working alongside the Development Manager and Museums Support Officer, support the evaluation and monitoring of larger grants including Arts Council England National Portfolio reporting.
  - Support where required on larger Capital Giving campaigns working closely with the Development Manager.
  - Some evening or weekend work may be required from time to time. Any additional time worked will be given back as time in lieu.

### Any other duties:

- Undertake other such duties as may be reasonably required from time to time including support of the Trust's programme of events and activities.

We are an equal opportunities employer and committed to providing our employees with a work environment free from discrimination in which all can develop and thrive. We acknowledge and value the benefits of a diverse workforce and welcome applications from people of all backgrounds and are committed to ensuring that our recruitment process is transparent, fair and as inclusive as possible for all applicants.