



CATHOLIC CHILDREN'S SOCIETY JOB DESCRIPTION & PERSON SPECIFICATION

POST:	Fundraising Officer
RESPONSIBLE TO:	Head of Fundraising
LOCATION:	73 St Charles Square, London. W10 6EJ (Hybrid)
HOURS:	Full-time (35 hours per week)
SALARY:	£30,000 - £35,000 p.a. (dependent on experience)
BENEFITS:	Generous annual leave allowance of 27 days p.a. plus bank holidays; 11% employer pension contribution; employee Health Plan and Assistance Programme; opportunity to undertake a Diploma in Fundraising with the Chartered Institute of Fundraising after one year.

ORGANISATIONAL INFORMATION

Our mission is to bring hope and positive change to children and families. To achieve this we deliver a range of services. The Catholic Children's Society (CCS) is one of the largest providers of mental health services to schools in London and the Southeast. We also provide outstanding early years education and family support, including offering emergency assistance for families in crisis.

CCS works with children and families of all faiths and none; our sole aim is to help those in greatest need so they can overcome the challenges they face, achieve their potential and have better chances in life. Our work is underpinned by our core values of integrity, compassion, inclusion and partnership.

PURPOSE OF THE JOB

This is an exciting opportunity to join our friendly team and use your fundraising experience to make a real difference to the lives of vulnerable children and families. As Fundraising Officer, your role will focus on developing relationships and generating income from charitable trusts, statutory sources, individuals, schools and parishes.

This is a diverse and rewarding role where you can work closely with our project teams and see the direct impact of your efforts. The fundraising team is also actively involved in service delivery and this role will be instrumental in helping to distribute gifts and food to hundreds of disadvantaged families at Christmas, as well as helping families in crisis via our Crisis Funds.

You will also help to shape the department's overall fundraising strategy and play an important role in ensuring that many more disadvantaged children and families can access the support they need and have hope of a better future.

DUTIES AND RESPONSIBILITIES

Grants

- Develop an in-depth knowledge of CCS strategic objectives, projects and activities in order to source suitable funding to sustain and develop this work.
- Research, develop and produce a range of bids to charitable trusts and foundations, and occasionally to local authorities, government departments and other appropriate organisations.
- Develop project budgets, working in partnership with the finance department, and present these clearly to funders.
- Monitor grant usage and write project reports for funders.
- Develop positive long-term relationships with charitable trusts and grow income from these sources.
- Meet with funders as necessary to provide further information about our work and outline our case for support.

Individual Giving

- Work with the Head of Fundraising to write fundraising appeals to existing supporters and increase income generated from these appeals.
- Write compelling case studies to illustrate the impact of our work and engage our supporters.
- Write press releases and marketing materials to promote CCS services.
- Work with the fundraising team to develop our donor stewardship programme for new and existing supporters.
- Develop positive long-term relationships with individuals through writing thank you letters, emails etc.

Community Fundraising & Events

- Deliver presentations to schools and other organisations about the work of CCS.
- Work with colleagues to produce creative and interactive resources for children and young people in schools.
- Help to coordinate our supporter engagement events.

Service Delivery

- Support our annual Christmas Gift Appeal, helping to coordinate the distribution of gifts and food to local disadvantaged children and families.
- Help manage volunteers who support our work through special events and campaigns.

Data Management

- Ensure accurate record keeping of all activity and relationships on our Salesforce CRM.
- Use our CRM to generate reports and analyse data (training will be provided).

Other

- Identify any donor acquisition opportunities through advertising, digital fundraising, community fundraising or events.
- Work with external suppliers such as advertising agencies, printing and fulfilment companies.
- Support the work of the fundraising team and undertake any other duties that can be reasonably expected.

Note: Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly and positively to support our organisational goals and business needs. This job description is a guide to the level and range of responsibilities which the post holder will initially be expected to undertake. It is not exhaustive and will be subject to review/change to meet evolving circumstances and demands. It will not form part of the post-holder's contract of employment.

PERSON SPECIFICATION

At least one years' experience working as a charity fundraiser.	Essential
Proven track record of personally securing fundraising income.	Essential
Strong writing skills and the ability to produce compelling and persuasive communications.	Essential
Ability to confidently deliver presentations about our work.	Essential
Ability to work with colleagues to produce engaging fundraising resources.	Essential
Willingness to support other areas of fundraising within the department as necessary.	Essential
Outstanding organisational and administrative skills and the ability to multi-task and work to competing deadlines.	Essential
Excellent attention to detail.	Essential
Excellent interpersonal skills and the ability to develop strong working relationships with colleagues and supporters.	Essential
Ability to work both independently and as part of a team.	Essential
Excellent IT skills and proficiency in using Microsoft Word, Outlook and Excel.	Essential
Respect for our organisational values and the Catholic ethos that underpins the work of CCS (please note there is no requirement or expectation that the post-holder is Catholic).	Essential
Experience of using a CRM, preferably Salesforce.	Desirable