

## JOB DESCRIPTION

**JOB TITLE:** Fundraising Officer (Philanthropy and Partnership Team)

**LOCATION:** Guildford, Surrey with the option of flexible working

**RESPONSIBLE TO:** Head of Philanthropy and Partnerships

### OUR MISSION

**To nurture independence so that every person with a learning disability and/or autism has the same life choices and chances as any other person.**

### ROLE PURPOSE

The primary purpose of the role is to work with other Philanthropy and Partnerships team members to achieve income targets. The Community and Event Fundraiser will be involved with all the fundraising disciplines. In particular, this role will focus on major events, challenge events and community fundraising. This will include working on some of the charity's larger fundraising events.

### MAIN RESPONSIBILITIES

Reporting to the Head of Philanthropy and Partnerships, the postholder will play an active role across all areas of fundraising, as required. This will include managing an agreed portfolio of fundraising events, activities and campaigns. This will include cultivating strong relationships with internal and external stakeholders, including trustees, patrons, senior leadership team, staff volunteers, and parents.

### KEY TASKS

- **Major events:** Lead on a small portfolio of major fundraising events and activities. This will include regular contact and excellent communication with internal and external stakeholders and suppliers. This aspect of the role will include:
  - Creating a written brief for each event which is shared with all relevant stakeholders at least three months in advance of the event.
  - Ensuring all communication with supporters is accurately logged onto the fundraising CRM.
  - Organising the tactical/logistical aspects of an event such as food and equipment.
  - Identifying, briefing and supporting staff, volunteers and young adults who are participating in each event.
  - Organising and leading a debrief/evaluation session as required.
- **Other areas of fundraising:** Support and/or lead on a range of other fundraising activities, campaigns and events. The investment of time spent on these will vary according to your workload, capacity in the team and the time of year. This will include individual giving, trust fundraising and corporate fundraising.
- Be proactive in identifying new events, opportunities and approaches that could raise significant funds for halow.

- Work with the Individual Giving Fundraiser to review income from our digital platforms on a weekly basis, ensuring that every donor is thanked within 3 days of their donation.
- Monitor the fundraising email account on a daily basis and ensure that another team member is available to cover for any planned absence.
- Work with the Philanthropy and Partnerships team to track income progress against budgets and targets, provide internal reports as required and flag risks/concerns.

**To fulfil any other responsibilities of the post including:**

- Actively participate in sector networking groups and events, including the Chartered Institute of Fundraising and special interest groups.
- Keep abreast of changes and trends from the fundraising sector, feeding these into the team as appropriate and using these to inform our work and benchmark.
- Be aware of legal requirements around fundraising as outlined in the Chartered Institute of Fundraising's Codes of Fundraising Practice. Ensure that all your work falls within current data protection legislation and best practice guidance.
- Adhere to the organisation's internal policies and procedures, demonstrating and championing halow's values in everything you do.
- Participate in regular supervisory sessions, appraisals, and team meetings.
- Attend, complete and regularly refresh any training or learning, as identified / as required, as part of a wider commitment to continuous professional learning and development.

*This job description is intended as a general indication of the main responsibilities of the job and does not include detailed instructions on how tasks are undertaken. Job descriptions are reviewed to ensure they are up to date and relevant to the job role being performed. You will be consulted where changes are necessary with a view to reaching an agreement, but if not possible, the organisation reserves the right to insist on changes to the job description post consultation. Job Description date of last review: July 2024.*

## PERSON SPECIFICATION

	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Demonstrable experience working in a fundraising role or comparable role.</li> <li>• Experience working with internal and external stakeholders, including staff, trustees, donors, and funders.</li> <li>• Experience of delivering projects and fundraising targets.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a similar role in a charity / third sector organisation.</li> <li>• Experience of fundraising and / or working in or alongside a fundraising team.</li> <li>• Experience of managing or supporting with events in a corporate or non-profit context.</li> <li>• Experience of achieving budgets.</li> <li>• Experience of planning and leading projects.</li> </ul>
Qualifications and knowledge	<ul style="list-style-type: none"> <li>• GCSE or equivalent in Maths and English.</li> <li>• Good understanding of GDPR and the wider regulatory context for charities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using a charity Customer Relationship Management (CRM) system.</li> <li>• Related qualifications or training.</li> <li>• Related/transferrable work experience.</li> </ul>
Skills and personal attributes	<ul style="list-style-type: none"> <li>• An excellent standard of verbal and written English with an ability to communicate with people of all abilities.</li> <li>• Comfortable to work with internal and external stakeholders, including senior staff and trustees.</li> <li>• Confident IT skills.</li> <li>• Excellent presentation skills.</li> <li>• Enthusiastic, skilled, and confident communicator.</li> <li>• Commitment to excellent donor stewardship and ethical fundraising.</li> <li>• Excellent time management skills and ability to prioritise and meet deadlines.</li> <li>• Always exhibit role model behaviour including being trustworthy, honest, reliable, punctual, respectful, encouraging, empathetic, understanding and positive in all aspects of the role.</li> <li>• Ability to engage and enthuse colleagues to contribute to fundraising as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Networking skills: able to represent the organisation to individuals and groups.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Has a legal right to work in the UK</li> <li>• Willingness to work flexibly (including attending evening and weekend fundraising events as required).</li> <li>• Willingness to undergo a Standard Disclosure and Barring Service (DBS) check.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to a vehicle for work use is desirable.</li> </ul>