

Job title:	Interim Fundraising Officer
Department:	Fundraising & Engagement
Location:	Remote (Home based in the UK with occasional paid travel to London office)
Contract:	Six weekly rolling contract. This is a temporary position providing cover during a period of long-term leave within our team
Working hours:	Part time: 21 hours per week, to be worked over 3 or 4 days
Reports to:	Individual Giving & Legacies Manager
Direct reports:	None
Salary:	£18,000 per annum (0.6 FTE, based on a full-time equivalent salary of £30,000)
Right to Work (RTW):	This role is UK-based and applicants must have RTW in the UK. We do not offer RTW Sponsorship.
Benefits:	25 days' annual leave (pro rata for part-time employees); additional three days' closure over Christmas; Employee Assistance Programme; minimum 6% employer salary pension contribution.

Population Matters

We are a UK charity with a global remit. Our vision is of a world in which our human population lives fairly and sustainably with nature and each other. Our mission is to address the negative consequences of ever more people using ever more of the planet's resources; to inspire and engage with others to find, share and promote ways to make our vision reality as quickly as possible. We have recently launched our [5-year strategy](#) and entered an exciting new phase of growth and influence.

Job purpose

As the Interim Fundraising Officer, you will be responsible for the delivery of the cash programmes within our fundraising portfolio including appeals, mid-value donor stewardship, publications and merchandise. Alongside helping to grow income, this role supports the development of strong, long-term relationships with our supporters, ensuring they feel valued, informed and connected to the difference their fundraising makes.

Person specification

We are looking for an outstanding project manager; an agile, efficient and experienced fundraiser who can work independently, hit the ground running and deliver our scheduled fundraising activities; someone who can translate our work into credible, effective and powerful fundraising messaging and establish positive relationships with all stakeholders to ensure all projects are delivered on time, on brand and on budget.

Key responsibilities

1. Appeals programme

- Delivery of the multi-channel appeals and mailings programme to prospective, current and lapsed donors. Including, but not limited to, copywriting, data selections and coordination of approvals, design, print, post and digital work
- Ensure timely collaboration with all internal stakeholders to ensure the right message is delivered at the right time, to the right supporters.
- Deliver a first-class supporter experience in line with our IG programme activities that makes donors feel they are a vital part of our mission from the beginning to the end of their donor journey.
- Manage external supplier relationships, including securing quotes and coordinating the production and delivery of design, print and digital materials and projects.
- Work with the Fundraising Database & Insights Lead to identify target audiences for fundraising appeals, using segmentation and data insights.

2. Mid-value programme

- Utilise the appeals and publications programmes to steward lower value donors into the mid-value pipeline and steward mid-value donors into the major donor pipeline.

3. Publications programme

- Support the delivery of the multi-channel magazine and Impact Report publications. Including, but not limited to data selections and coordination of print, post and digital work.

4. Merchandise programme

- Act as the primary point of contact for external merchandise agency/agencies.
- Collaborate with relevant internal stakeholders to ensure the delivery of agreed promotional calendar.

5. Other

- Adhere to all Population Matters policies, procedures, legal, and regulatory requirements. Ensure all records are maintained and stored appropriately.

- Collaborate with all relevant internal teams to ensure fundraising activities are carried out in an integrated manner and all stakeholders support the overall strategy.
- Champion our values and principles when performing your work.
- Any other tasks that may arise from time to time pertaining to this role.
- Commit to continued professional development to ensure Population Matters keeps up to date with industry best practice and be able to adapt to the evolving fundraising landscape.

Skills and experience required		
	Essential	Desirable
Knowledge, skills and experience	• At least one year's income-generating experience within a fundraising environment • Outstanding project management skills • Experience supporting cash or donor engagement programmes • Experience of delivering online and offline fundraising activities • Understanding of donor stewardship, supporter journeys, and retention principles • Experience developing written content for fundraising campaigns or donor communications • Experience managing third-party suppliers • Experience working with CRM systems to support income tracking and reporting • Experience managing competing priorities and delivering work to agreed deadlines and budgets	• Understanding of performance metrics in fundraising contexts • Understanding of post-campaign analysis • Institute of Fundraising Certificate

Personal qualities	• Efficient and pro-active; able to see tasks through to completion and take responsibility for identifying solutions • Strong attention to detail • Ability to manage multiple, sometimes conflicting, priorities • Able to work autonomously as well as within a collaborative team environment • Committed to high standards and continuous improvement • Open to exploring new technologies to streamline fundraising • Enthusiastic about fundraising and supporter engagement • Committed to equality, diversity and inclusion	• Creative thinker with strong story-telling instincts
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