



Job Description

Title:	Community fundraising officer
Salary:	£23,000 - 24,000
Purpose of Job:	<p>It is easy to forget in the midst of our busy lives that there are children and adults for whom life is isolating, frightening and dominated by their disability. Our charity is there to support those who so desperately need our help.</p> <p>Support Dogs is a national charity dedicated to saving and improving the lives of children and adults living with some of the most challenging medical conditions. It trains specialist assistance dogs to achieve this.</p> <p>This newly created role will give additional support to our community fundraising activity to maximise fundraising opportunities and increase charitable income.</p>
Responsible to:	Community Fundraising Manager (CFM)
Specific Duties:	<p>Donor care</p> <ul style="list-style-type: none"> • Develop excellent relationships with existing donors and supporters to maximise funds for the charity including responding to fundraising enquiries and offering ongoing support. • Supporting the planning and running of our supporter thank you events. • Supporting the promotion and administration our regular giving programme <p>Challenges and events</p> <ul style="list-style-type: none"> • Be the primary point of contact for all challenge participants and event fundraisers providing excellent donor care including timely, regular contact and look for opportunities to boost donations • Sources and recruit participants for sponsored challenge events, working with the volunteer and corporate teams and contacting external groups to publicise opportunities. • Research and identifying challenge events that may be of interest to our supporters. • Assisting with the planning and running of Support Dogs events including our annual fundraising dinners, abseils and sponsored walks.

	<ul style="list-style-type: none"> • Working with CFM to develop the programme of effective events that engage supporters and raise funds. • Occasional weekend and evening work will be required to attend fundraising events • Travel outside the Sheffield area will be required to attend fundraising events. <p>Income generation</p> <ul style="list-style-type: none"> • Take a proactive approach to grow our audience base with groups including Universities, community groups and schools. • Deliver compelling messages to a range of audiences including talks, presentations to community groups and schools and written requests for support. • Provide excellent fundraising support to groups and individuals including providing fundraising materials, face to face and telephone support. • Work with wider fundraising team to develop resources for fundraisers • Engage with supporters who donate or raise funds via any schemes such as donating stamps and jewellery. • Ensuring appropriate, accurate letters of thanks are sent out to thank fundraisers on their support. • Responsible for the correct logging of enquiries and activity on our database, ensuring it is kept up to date. <p>General</p> <ul style="list-style-type: none"> • Liaise with fundraising team to support the wider fundraising efforts of the charity • Communicate key dates to volunteer coordinators to enable event planning • Any other duties comparable with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training
Experience (Desirable)	<ul style="list-style-type: none"> • Experience, through volunteering or work of fundraising. • Experience of working in a customer facing role.
Essential qualities:	<ul style="list-style-type: none"> • Knowledge and experience of organising a variety of events. • Ability to build long-lasting relationships with a range of age groups and demographics • Able to deliver compelling messages to a wide range of audiences • Able to quickly build rapport • Able to write compelling text with a very high standard of written English with a close attention to detail. • Able to work on own initiative and able to prioritise own workload • To have an adaptable approach to work.

	<ul style="list-style-type: none"> • To be comfortable in the presence of dogs; dog handling at events may be required (full training is available) • Full UK Driving License
Essential skills:	<ul style="list-style-type: none"> • High level of competencies in Microsoft Offices packages Word, Excel, Powerpoint and Outlook. • Numerate, with the ability understand basic budgets.
Preferred qualifications: (not essential as full training will be provided)	<ul style="list-style-type: none"> • To have a knowledge/ be willing to learn about disabilities. • To have a knowledge or desire to develop a career in the charity sector