

JOB and PERSON DESCRIPTION

Job title: Fundraiser

Location: Office based - hybrid

Basis: Part Time – 3 days per week

Reports to: CEO

Salary: £38,000 - £41,000 FTE

The Fundraiser is responsible for income generation from all available sources and for increasing awareness of the charity, working with adults and at times children and vulnerable people.

Main duties and responsibilities

- Develop and maintain the Fundraising Strategy, for approval by the CEO and Trustees, ensuring it's then taken up and executed.
- Setting, together with the CEO and Trustees, and managing the budget for fundraising.
- Overall responsibility for fundraising events and campaigns, including creating, organising, attending and all follow up actions.
- Recruit sponsors and volunteers for fundraising purposes, maintaining the database for these, being responsible for induction and training.
- Working with volunteers at our own and other people's events.
- Ensuring we are up to date with and adhere to all data protection and fundraising regulations, following the Fundraising Regulator's Code of Conduct.
- Maintaining our Fundraising Policy, Volunteers Agreement and all other documentation relating to volunteers and fundraising.
- Supporting other people's events, being the first point of contact for anyone raising funds on our behalf, from initial notification to the follow up activities.
- Create and run marketing and promotional activities and materials, including our newsletter.
- Maintaining and building relationships with supporters and donors.
- Responsibility for Just Giving and other fundraising platforms, this involves identifying and supporting new campaigns and fundraising events, thanking and providing full reports for the CEO.
- Responsibility for making full use of social media and our website in relation to all fundraising activities.
- Increasing income from wills.
- Increasing regular monthly donations.
- Community engagement.
- Increasing support from local business, whether financial or maximising access to their services at minimal cost.
- Reporting on all FR activities, both individually and cumulatively throughout the year. Reports are for CEO and Trustees in addition to people, trusts and organisations who give grants.

Requirements and skills

- Proven experience as a Fundraiser or similar role, including creating or working with budgets and strategy.
- Creativity.
- Persuasion skills.
- Strong leadership qualities.
- Excellent communication skills.
- Excellent organisational skills.
- Skills to ensure income from digital fundraising is maximised.

General

- The person must fit in with our small team which involves being flexible, approachable, friendly and open.
- Demonstrate an understanding of and commitment to Kate's Home Nursing's Strategy.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- The competent use of technology and information systems is an essential requirement of this role. Staff are expected to be competent with the use of technology and information systems and understand their duties and responsibilities with regard to the appropriate use of personal data including sensitive personal data.

In addition to the specific duties and responsibilities outlined in this job profile, all KHN staff should be aware of their specific responsibilities towards the following:

- To adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- To uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- To promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.

This job description is not exhaustive. It is a guide and may be amended to meet the changing requirements of the charity at any time, involving discussion with the post holder.