

Job Description: Development Officer January 2022

Position:	Development Officer
Responsible to:	Development Manager
Location:	YDMT Offices, Clapham, North Yorkshire
Salary:	Band: Officer Scale £29,566 - £31,783 Full or Part Time 3-5 days, Permanent role (hybrid working considered)

Job Purpose:

1. To grow income and develop the work of YDMT
2. Delivery of YDMT fundraising strategy

We are a small charity doing big things to help to protect and enhance the People, Landscape and Wildlife of the Dales.

Over the last 25 years we have delivered diverse and inspirational projects. Our vital work has helped to plant 1.5 million trees and secure the future of over 750 hectares of wildflower hay meadows, creating habitats for our wildlife and combatting climate change. We're passionate about inspiring disadvantaged groups and future generations to care for this special part of the world.

Our ambitious fundraising strategy has enabled us to grow and maintain our annual voluntary income above £1m. We aim to continue to secure new partnerships to increase our ability to help tackle climate change, biodiversity loss and connect more people with nature. We are committed to providing the highest level of stewardship to our donors and partners, inspiring them to continue to make regular donations and large multi-year commitments.

Our new Development Officer will play a key role in implementing a new 3 year Trusts and Foundations and Philanthropy strategy, aiming to raise £400,000 per annum, towards our total fundraising target.

OUR VALUES GUIDE EVERYTHING WE DO

- **Enabling** – We make real practical things happen and are approachable, collaborative and inclusive, valuing people's opinions in everything we do
- **Caring** – We are passionate about supporting the people, landscape and wildlife of the Yorkshire Dales and are committed to being sustainable
- **Creative** – We thrive on new challenges and act with entrepreneurial spirit in order to make a positive difference to this special area
- **Honest** – We always act with integrity and are open, clear and fair

HOW WE WORK

- We deliver projects
- We raise and distribute funds to enable our partners and individuals to deliver projects
- We work in partnership to deliver the maximum charitable benefits to the area

Main Responsibilities:

1. To work alongside the Development Manager to grow income and develop the work of YDMT through Trusts and Foundations and Philanthropy, this includes:
 - a. Develop new income streams: undertake research and prospecting work, pro-actively approach and build relationships with new trusts and foundations and philanthropists. Work closely with Development Manager to identify funding opportunities and produce clear and compelling proposals.
 - b. Understand public sector and National Lottery funding opportunities and develop compelling project applications working across project teams.
 - c. Maintain relationships: provide the best stewardship of our supporters and build long-term partnerships, this will include:
 - Developing and delivering creative, tailored partnership and donor plans for our key trusts and foundations and major donors.
 - Producing engaging impact reports for a portfolio of trust and foundations and major donors with the aim to increase annual donations, and achieve multi-year commitments.
 - Working closely with the monitoring and evaluation and project teams to provide bespoke project information and ensure delivery of any grant conditions.
 - Appropriately thanking our donors, and working towards upscaling our current individual donors.
 - Supporting with the development, promotion and organisation of events to engage new and existing trusts and foundations and major donors.
 - d. Actively promoting YDMT, both internally and externally, in a constructive and professional manner
2. Delivery of YDMT fundraising strategy
 - a. Individual donors - Provide excellent customer service to maintain good relationships with all supporters including helping to deliver our Tree Dedication Scheme, Living Bouquets and Merchandise sales.
 - b. Events - assistance with all aspects of wider fundraising events, including development, promotion, organisation and follow ups.
 - c. Ensure Raisers Edge database records are up to date, the system is used to capture all fundraising data, analyse donors and compile prospect and mailing lists.

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3. General

- a. Help to maintain fundraising and reception rooms as efficient, safe and welcoming public areas
- b. Carry out duties with due regard to the well-being and safety of others at all times
- c. All staff members are expected to volunteer to support and assist at the occasional evening and weekend event

This is not intended to be a full description of duties and the post holder may be required to perform any other duties commensurate with the nature of the post as deemed appropriate and by agreement with your line manager.