



**REES FOUNDATION**

<b>Job Title:</b>	<b>Fundraising Officer– UK based.</b>
<b>Contract type:</b>	<b>Permanent – part time 21 hours per week</b>
<b>Salary</b>	<b>£28,000 FTE</b>
<b>Base:</b>	<b>Remote</b>
<b>Reports to:</b>	<b>Fundraiser</b>

Do you want to make a difference to the lives of others? Do you want to work with like-minded professionals in a great team?

Rees seeks to support those who have, at some stage in their lives, been in foster care or residential care, including those with custodial experience. The charity understands the importance of having a lifelong support network. Our aim is to help care experienced people thrive in all aspects of their lives at any age. We listen, offer help and guidance and we develop projects that really can make a positive difference.

Rees Foundation delivers learning and development opportunities to public and voluntary sector commissioners, businesses, other agencies, and professionals.

The Fundraising Officer will join the charity during an exciting time as it grows and expands its business development, fundraising and income generation.

This role can be undertaken remotely so we are accepting applications from anywhere in the UK, although you will be required to attend the office in Worcestershire at least monthly.

There will be some UK travel required on occasion so the successful candidate should be willing to travel.

**Position Overview**

We are seeking a highly motivated and organised individual to join our team as a Fundraising Officer. In this role, you will play a vital part in supporting our fundraising efforts to advance our impact in supporting care experienced people.

The Fundraising Assistant will work closely with the Fundraiser to execute various administrative and operational fundraising activities, manage donor relationships, and contribute to the overall success of our fundraising initiatives.

We’re looking for someone with great people skills, as well as drive, initiative, and determination. You’ll excel in communication, both face-to-face and in writing, with a knack for crafting persuasive funding proposals tailored to various stakeholders. You’ll be diligent with details and accuracy and have a dynamic approach to your work. You will be a natural problem solver, always looking to improve upon current processes to enhance efficiency. You will develop and maintain both internal and external contacts and be able to research and undertake analysis of funding streams, bids, and tenders and support in their collation and submission.

## **Responsibilities include but may not be limited to:**

### **Prospect Research:**

Conduct research on prospective donors, including individuals, corporations, and foundations, to identify new funding opportunities and support donor cultivation efforts.

### **Communication:**

Conduct research and develop compelling fundraising proposals for trusts, foundations, corporations, and individuals. Assist in creating and distributing engaging fundraising materials, including appeal letters, newsletters, and social media content, to captivate donors and promote our fundraising initiatives.

### **Donor Management:**

Assist in maintaining donor records, including contact information, donation history, and communication preferences, using a CRM database.

### **Donation Processing:**

Process donations, issue acknowledgment letters, and ensure accurate recording of donations in the database.

### **Fundraising Campaign Support:**

Assist in the planning, coordination, and execution of fundraising campaigns and events, including mailings, online fundraising initiatives, and donor appreciation events.

### **Grant Administration:**

Assist in the preparation of grant proposals, reports, and other grant-related materials, ensuring compliance with grant requirements and deadlines.

### **Reporting:**

Generate reports on fundraising activities, donor trends, and campaign outcomes to track progress and inform decision-making.

### **Administrative Support:**

Provide administrative support to the Fundraiser, including scheduling meetings, preparing documents, and managing correspondence.

### **Collaboration:**

Collaborate with staff across departments to integrate fundraising efforts with other organizational activities and initiatives.

### **Strategic:**

Work closely with the Fundraiser to develop and implement the charity's fundraising and income development strategy.

It will be beneficial if you have a working knowledge of the UK charity framework and Fundraising Regulatory requirements.

## Person Specification

Candidates must be able to demonstrate	Essential or Desirable
Fundraising expertise	E
Ability to build strong and effective working relationships and manage multiple stakeholders	E
Excellent organisational skills and strong attention to detail	E
Excellent written and verbal communication skills and ability to communicate with a wide range of people	E
Self-motivated with a solution focused outlook and can-do attitude	E
An effective and enthusiastic team player	E
Able to multitask and work to deadlines	E
Able to respond sensitively and appropriately to emotional circumstances	E
Computer literate and competent with Microsoft products	E
Experience in a customer service role or charity volunteering experience	E
Experience of using a database	E
Exceptional research and analytical skills to gather and synthesise information from diverse sources.	E
Ability to work under pressure, manage multiple deadlines, and deliver high-quality proposals within strict time constraints.	E

Joining the Rees Foundation will give you the opportunity to thrive in a diverse and passionate working environment. You will be able to develop your commercial and Foundations/Trust bid writing and fundraising skills to secure vital resources and contribute to the growth and impact of the organisation. If you are passionate about making a positive difference, we invite you to apply for this exciting role.